FTP	The set of rules used for transferring files on the World Wide Web.
URL	The unique address for a web page.
Hyperlink	A clickable item in a web page that connects to another web page.
ISP	A company that enables individuals to connect their PCs to the Internet.
HTTP	A set of rules frequently used to transfer web pages to a host server on the Internet.

URL ISP Hyperlink FTP HTTP

A search engine is a program

- that helps you to find information located on the Internet.
- that can be used to find errors in the HTML code for a web page.
- that is used to find the web sites you have most recently visited.
- on the Internet that locates all users logged onto a web site.

- **That helps you to find information located on the internet**

The main purpose of a firewall is to:

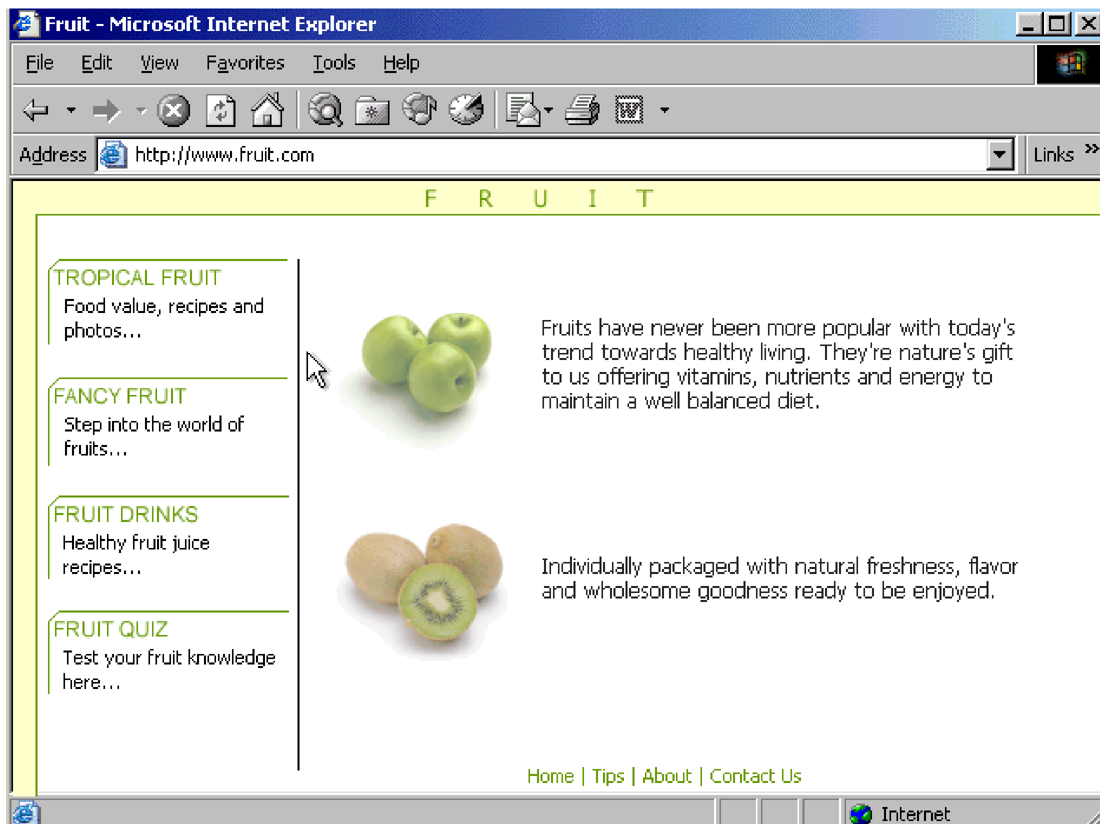
- ○ prevent unauthorised users from gaining access to a network.
- ○ protect network servers from the risk of fire.
- ○ prevent employees from accessing the Internet during work hours.
- ○ prevent network users from sending and receiving personal e-mail.

- **Prevent unauthorized users from gaining access to a network**

Which one of the following statements about online credit card transactions is **true**?

- ○ This globe symbol means a site is secure for entering credit card details.
- ○ You should only enter credit card details into a form on a secure web site.
- ○ Your credit card statement may not include extra costs such as shipping.
- ○ E-mail is the most secure way to send your credit card details to a website.

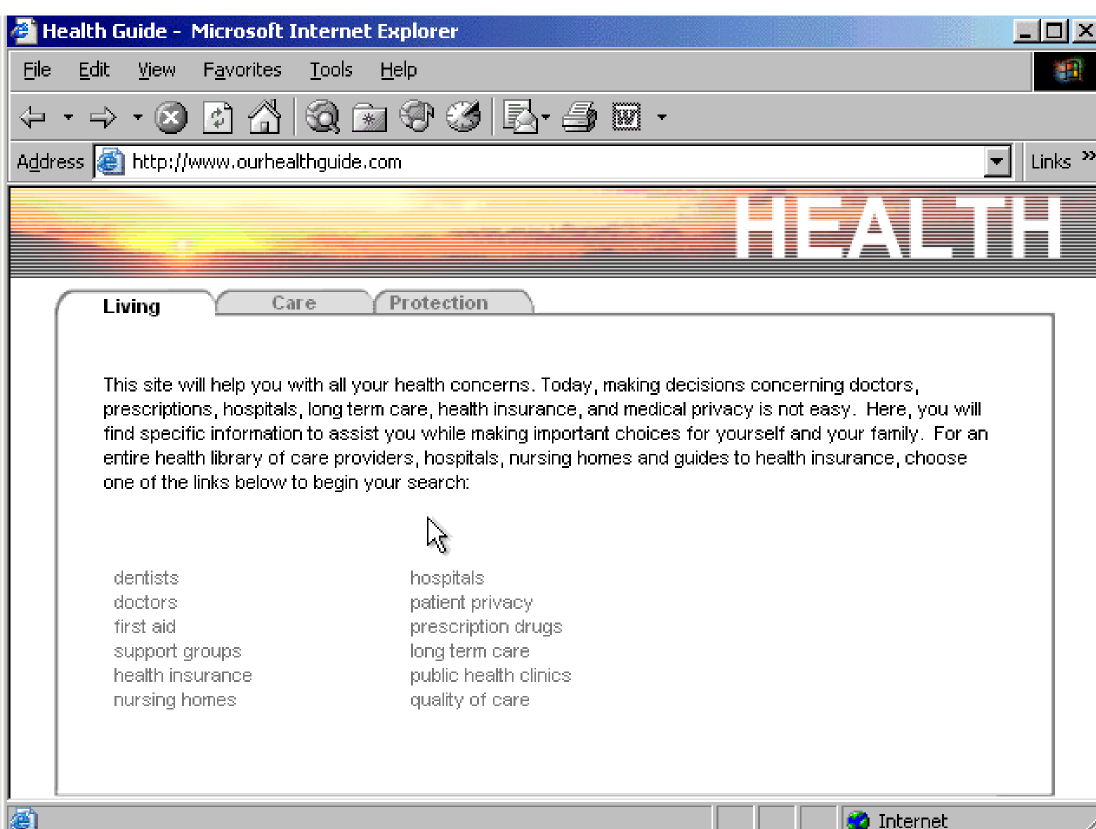
- **You should only enter credit card details into a form on a secure web site**



Make this page http://www.fruit.com your browser's new Home Page.

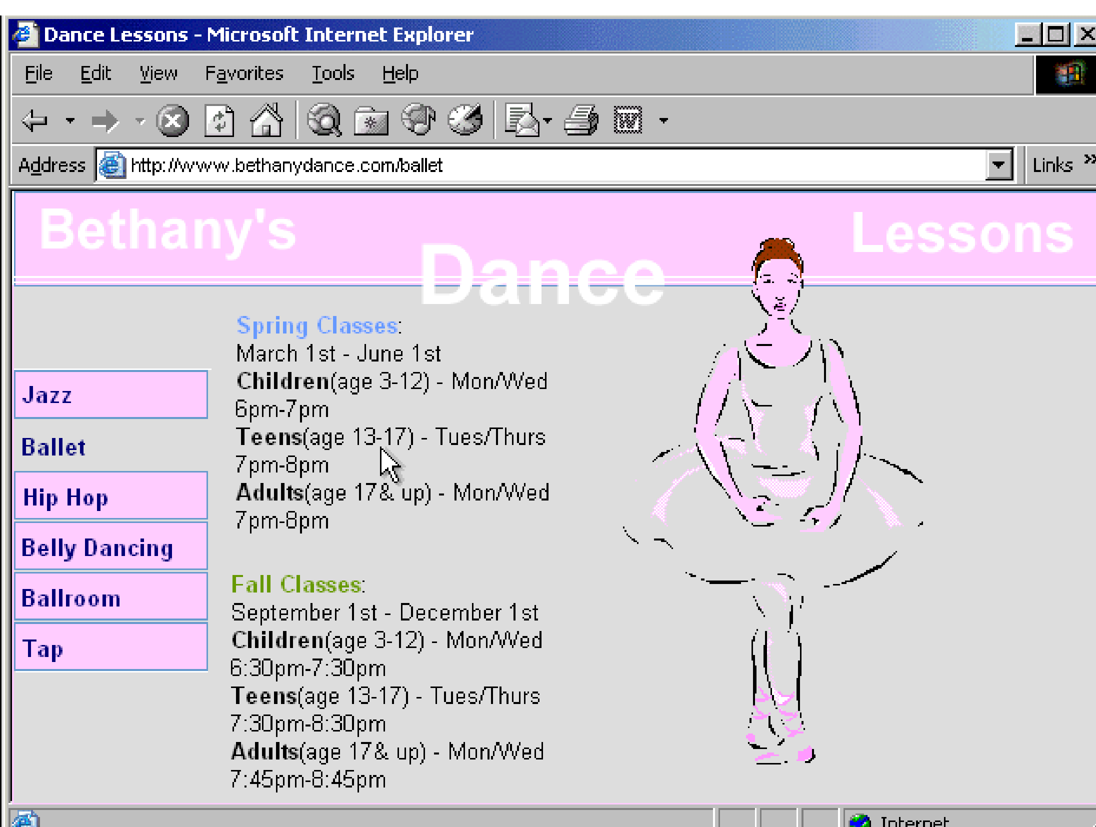
Do not change any other setting.

Tools → internet options → click on use current → ok



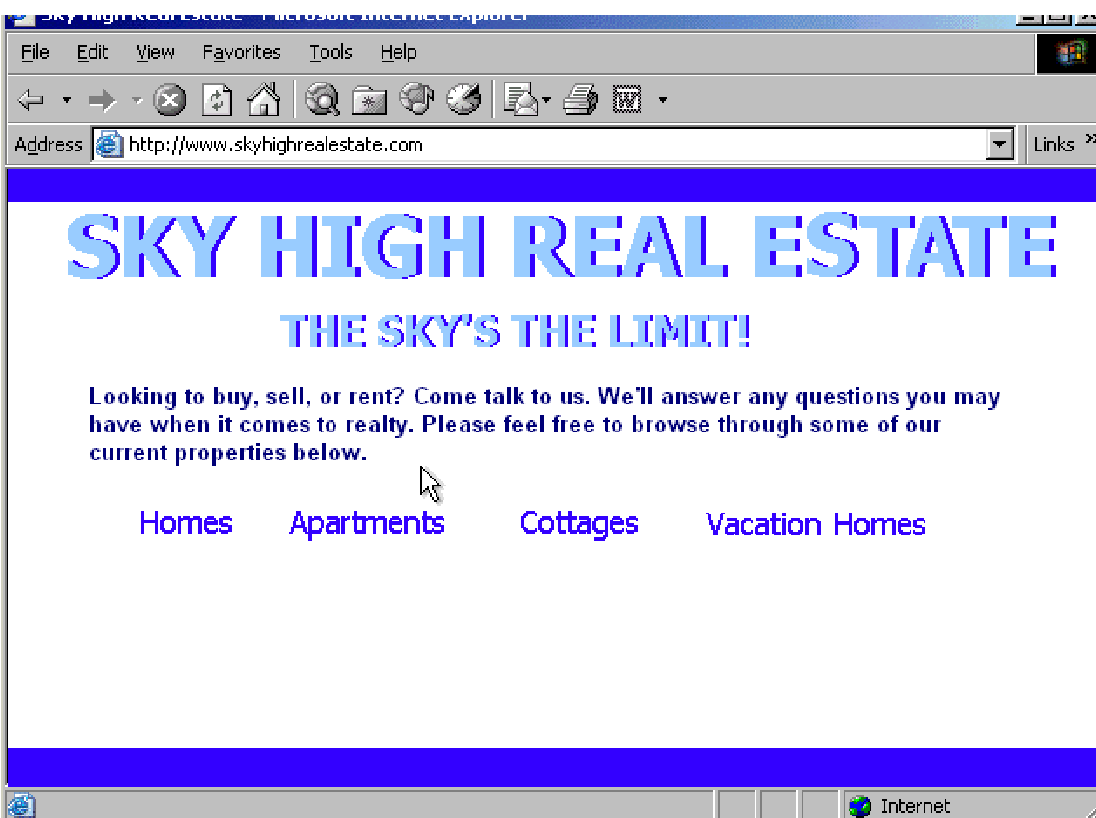
Use **Internet Explorer Help** to access information on **History lists**.

Help → contents and index→ type History lists → display



Hide the Standard Buttons toolbar of this web browser.

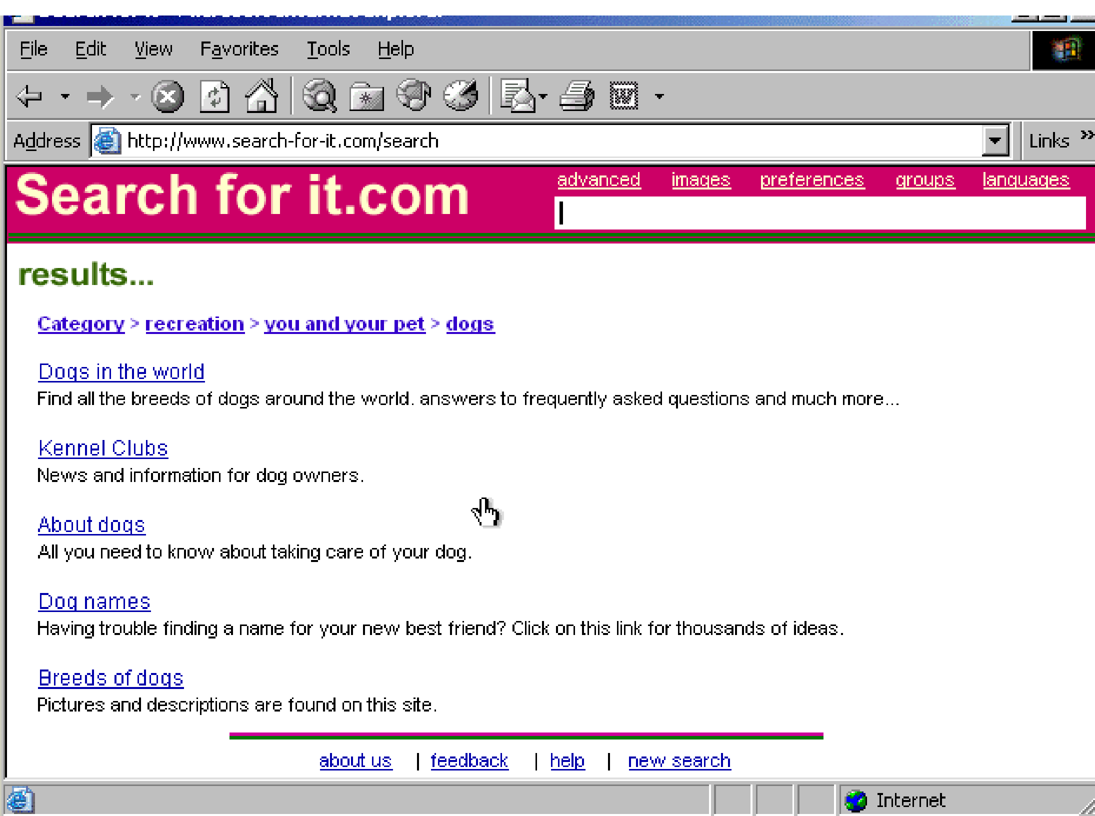
Right click on the menu bar → select the standard buttons



Use the web address http://www.macromedia.com to navigate to the Macromedia website.

Press Enter when you have finished.

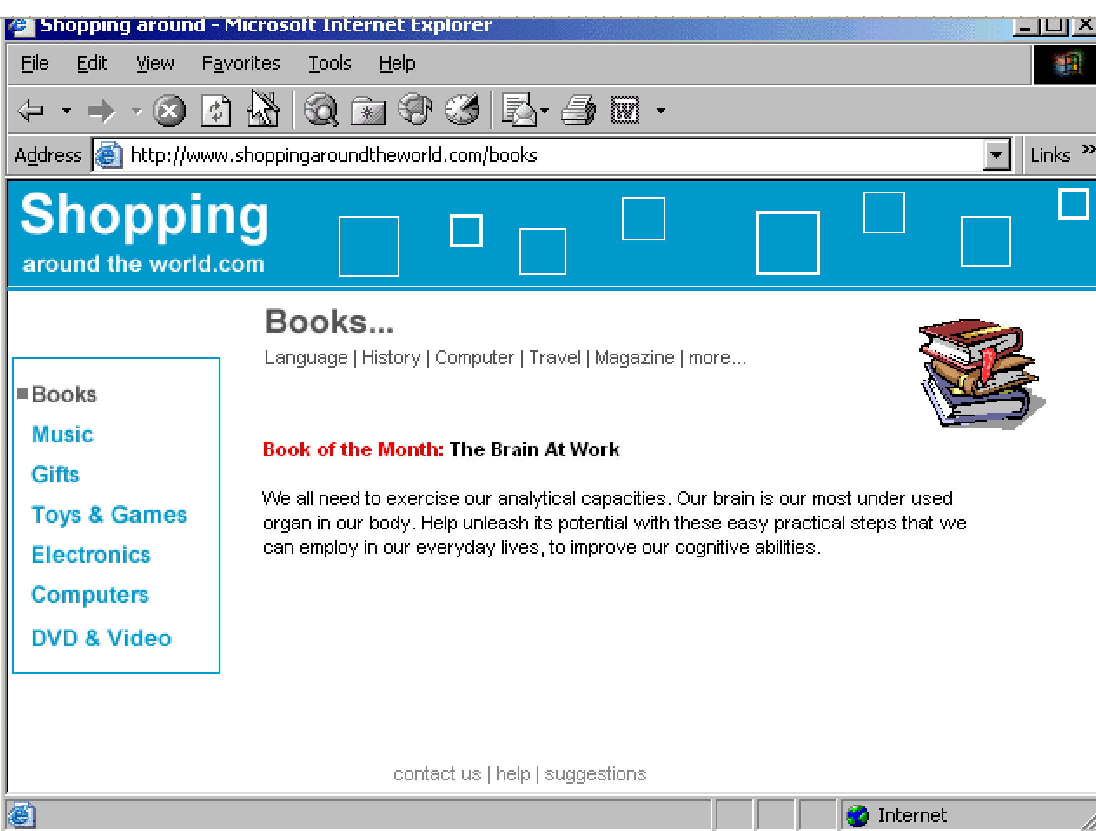
In the address box type http://www.macromedia .com → press enter from the keyboard



A web search has been carried out producing the results displayed on screen.

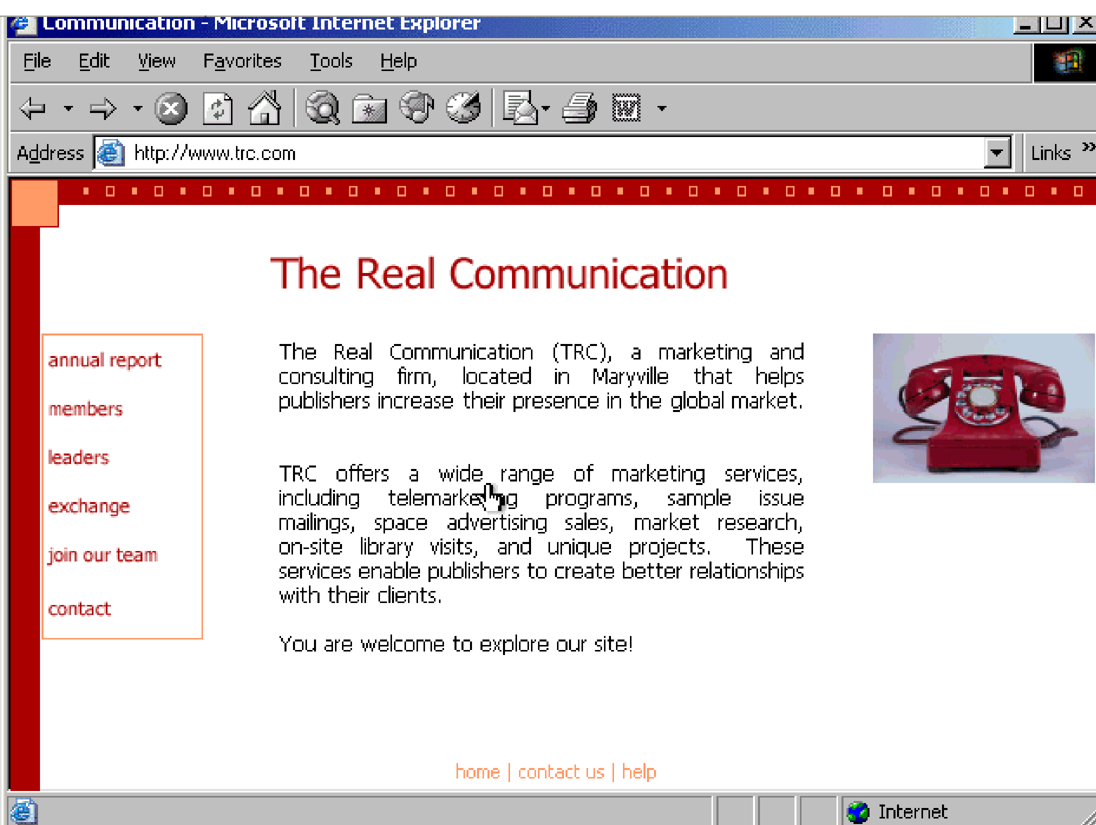
Use these results to navigate to the Kennel Clubs web site.

Click on the Kennel Clubs hyperlink



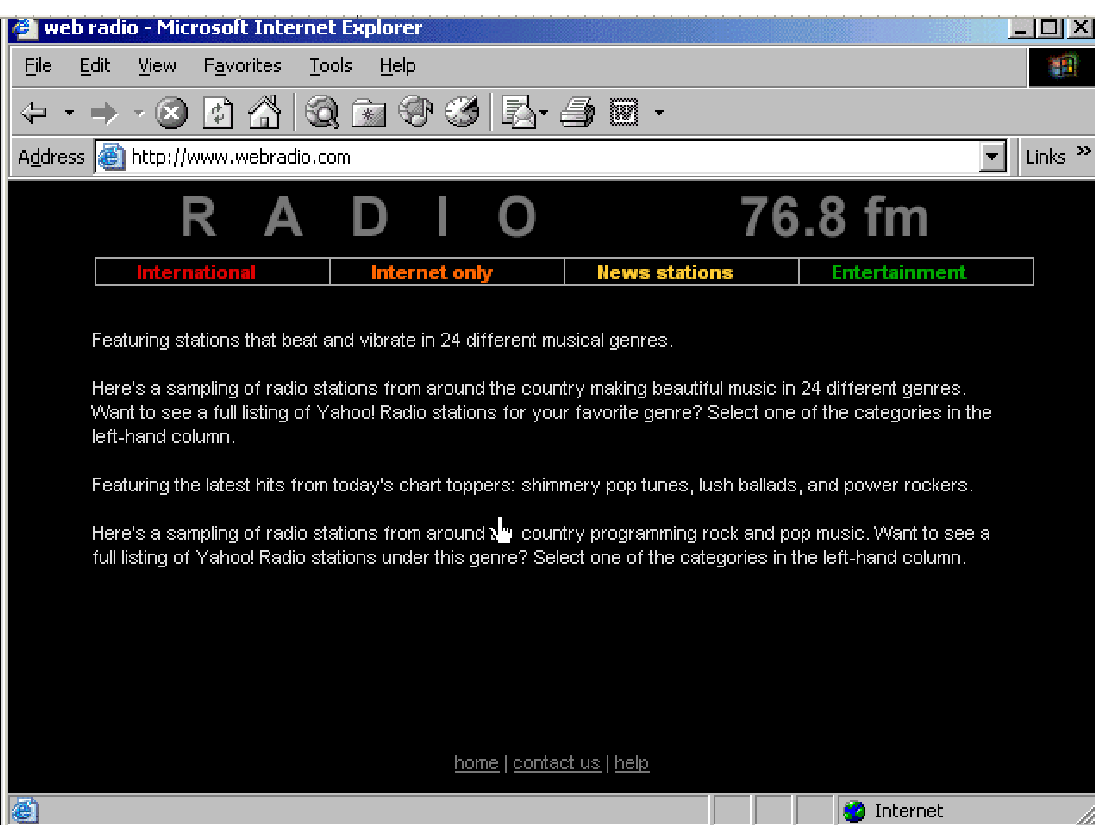
Without changing its name, add this web page to your favorites.

Favorites→ add to favorites → ok



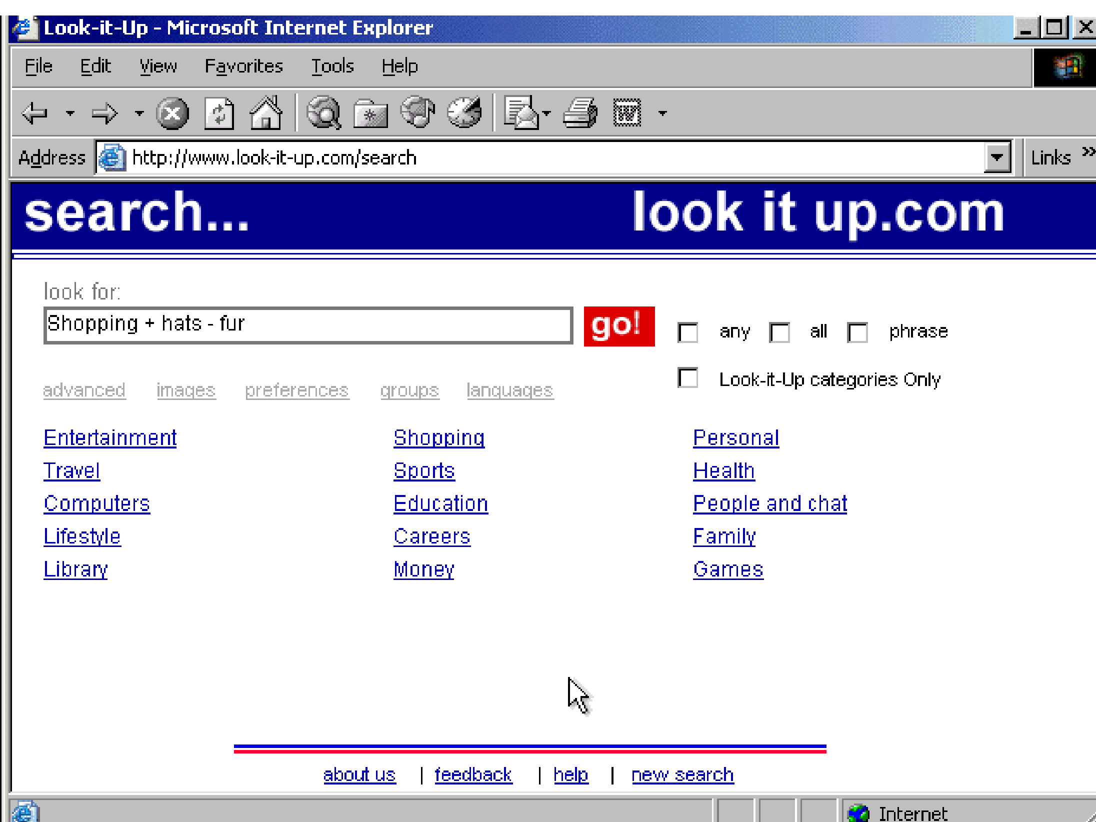
Delete Club Internet from your favorites menu.

Favorites → organize favorites → select club internet → click on delete →yes



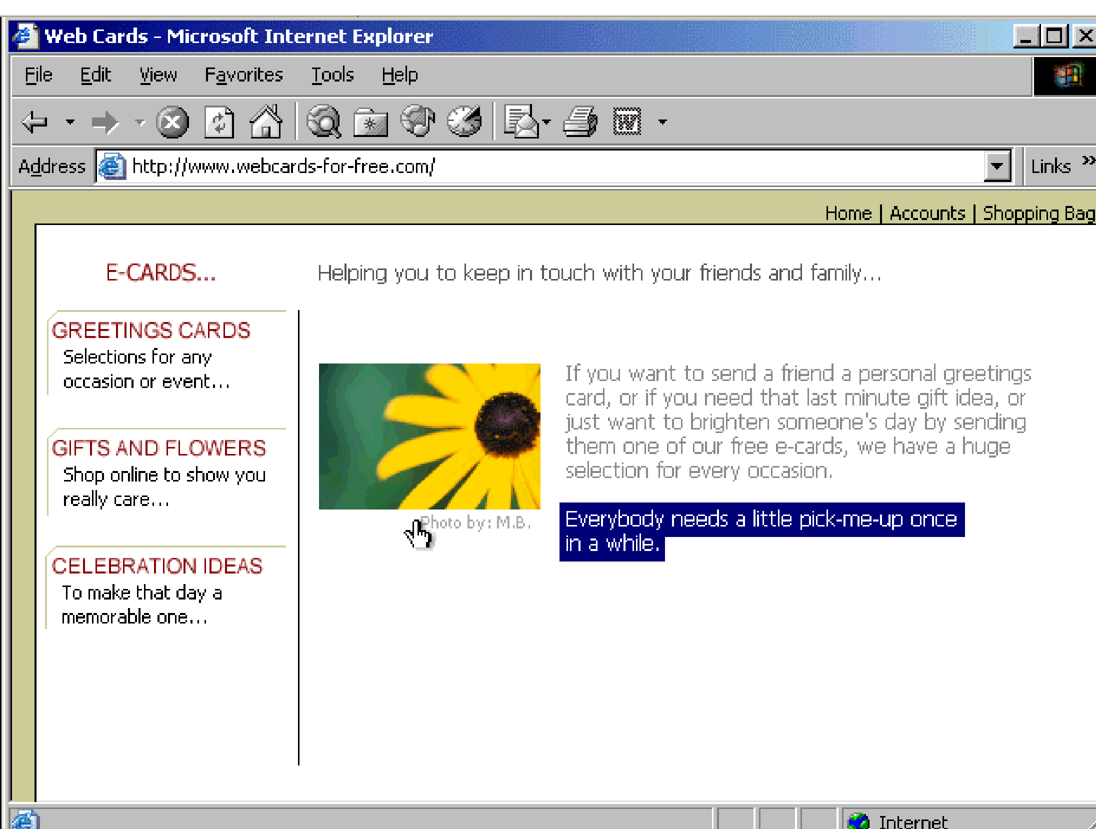
Navigate to the www.AltaVista.com search engine.

In the address box type www.AltaVista.com



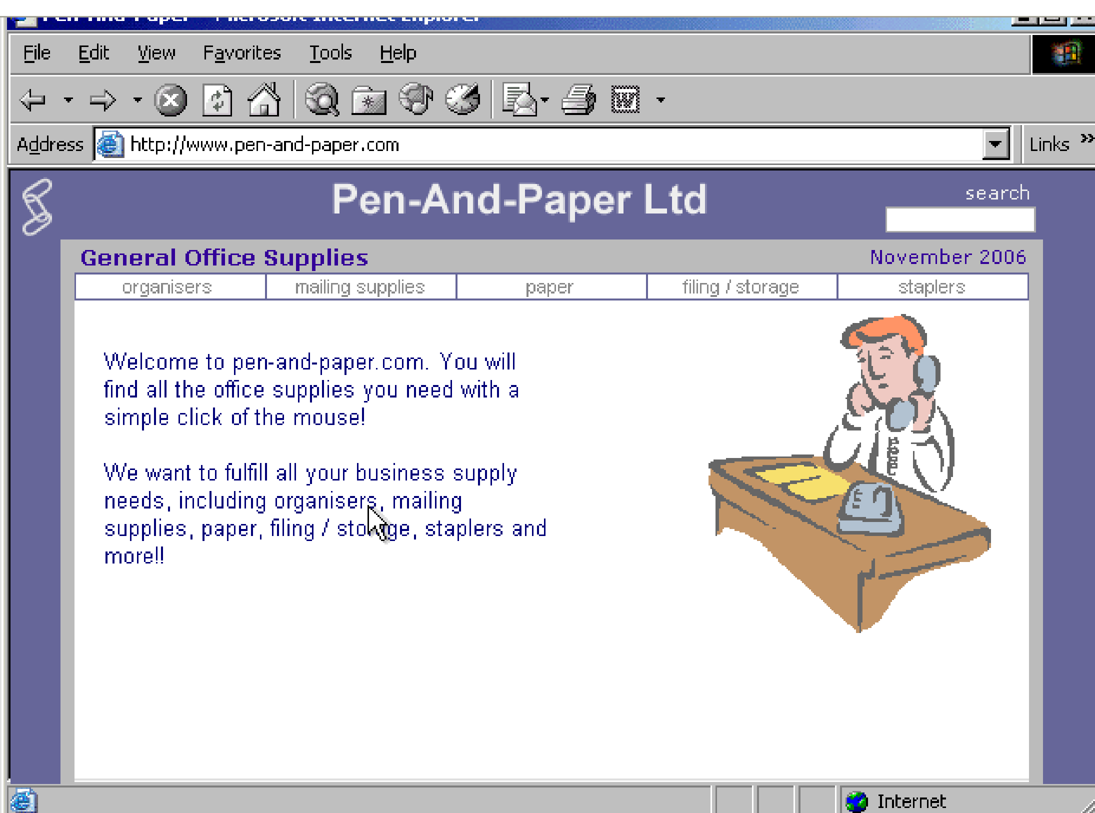
Modify the search requirements to include a Look-it-Up categories only for the words listed in the search criteria.
Click go! to submit your answer.
Do not change any other settings.

Check the look-it-up categories only → click on go



Copy the selected text from this web page to the clipboard.

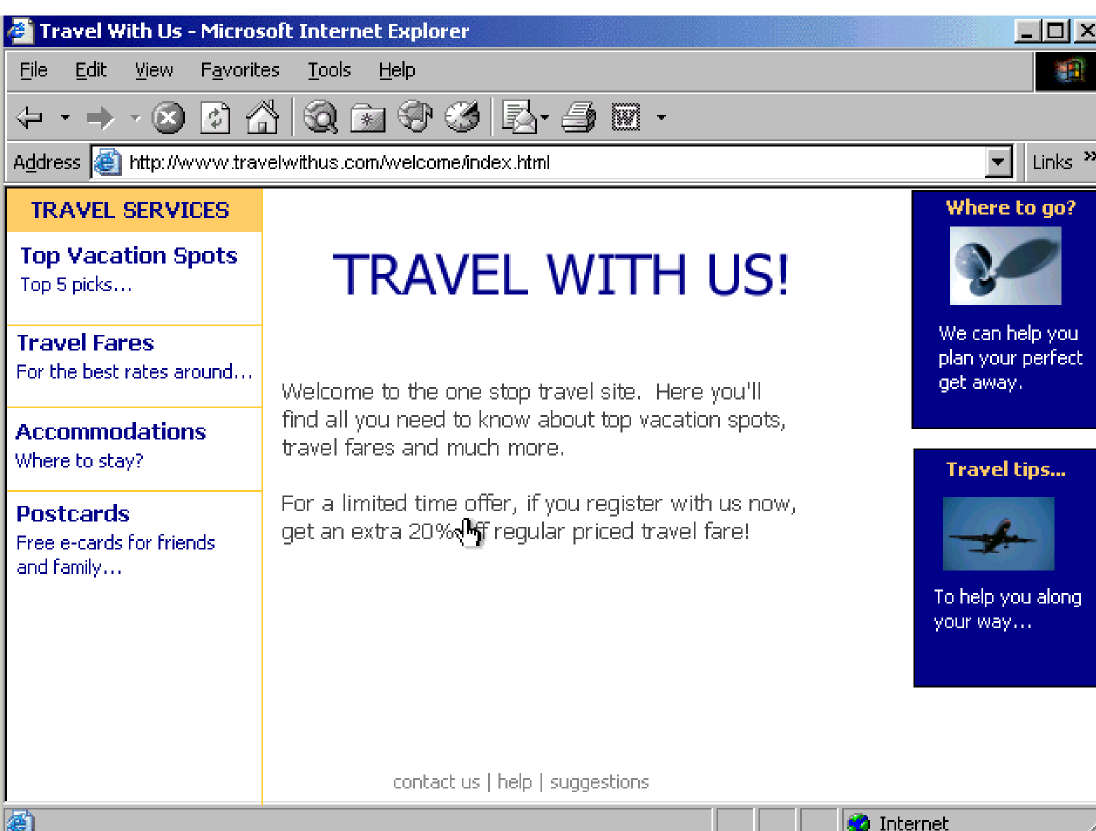
Right click on it and copy



Save this web page as a text file onto the A: drive of this computer.

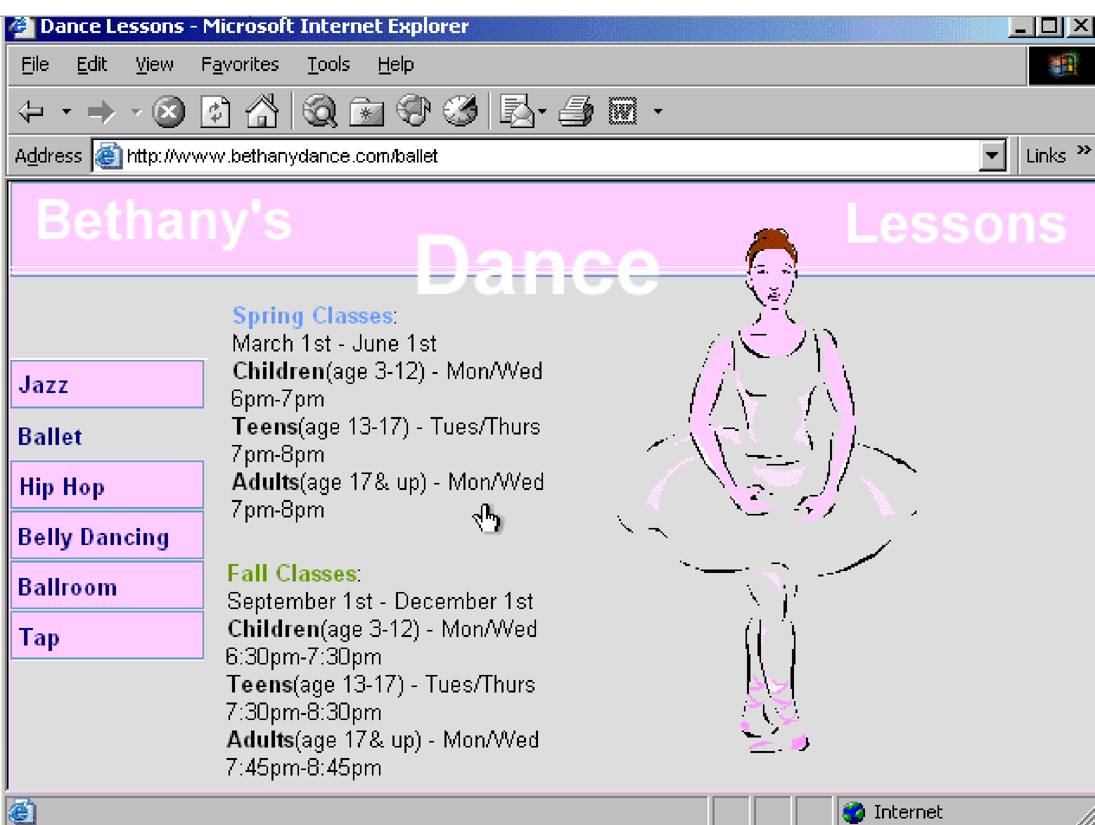
Note: This is a simulation - you do not need a floppy disk in the disk drive.

File → save as → in the save in box select drive A: → in the save as type select text file → click on save



Preview this web page for printing.

File → print preview



Print three copies of this web page using the current settings.

File → print → in the number of copies select 3 → click print

	De Country domain
	helga User name
	Sales. Company department
	Motomart. Domain name
	@ At



helga	@	sales.	motomart.	de

Which one of these messages conforms to the basic rules of netiquette?

To: john@sales.motomart.com
Cc:
Subject: Important message

Hiya John,
Last night was a bit boring wasn't it?

To: john@sales.motomart.com
Cc:
Subject: HOWAREYOUTODAY?

HI,
HOW ARE YOU DOING?
WANT TO MEET THIS EVENING?

To: john@sales.motomart.com
Cc:
Subject: Meting

In response too youre last message
I am unable to attend

To: john@sales.motomart.com
Cc:
Subject: Holiday request approved

John,
OK for leave day on the 31st, however allow more notice in the future.
A Browne
(Human Resources)

Which **one** of these statements about digital signatures is **true**?
A digital signature:

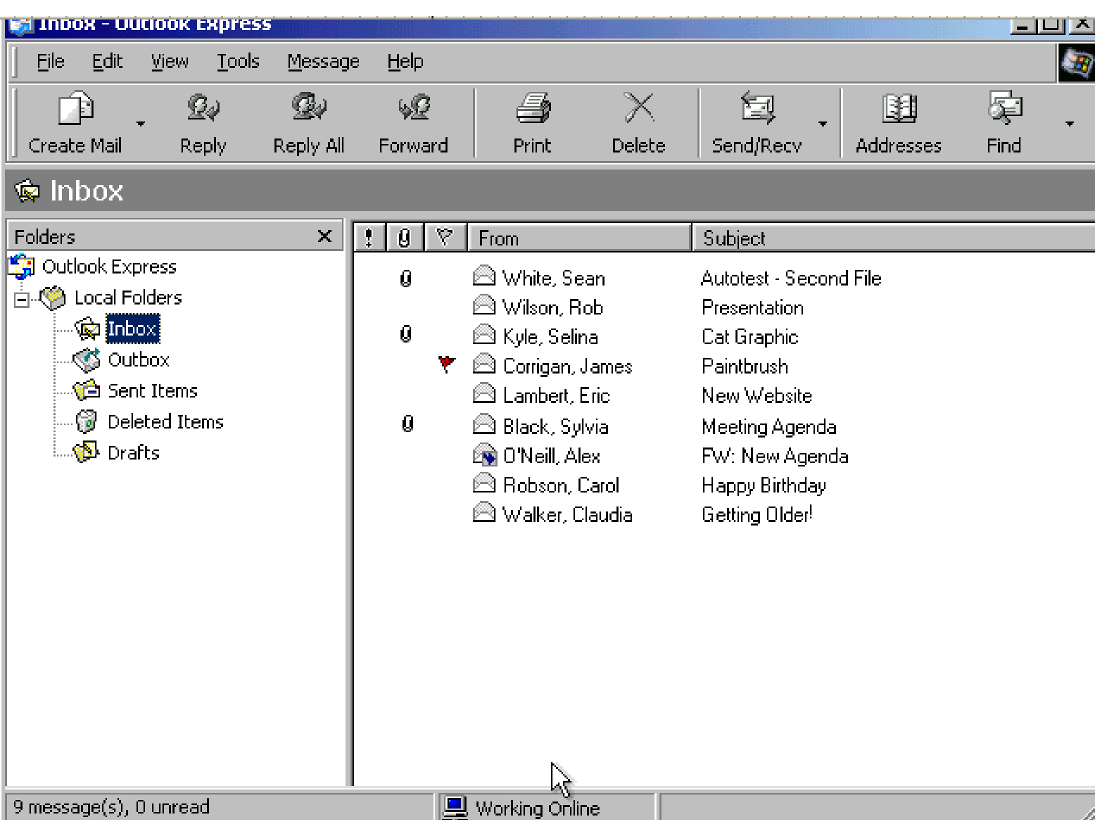
- Automatically encrypts the contents of an e-mail.
- Is a scanned image of your real signature.
- Is used to verify the identity of the sender of a message.
- Is used to add a personal touch to e-mail messages.

- **Is used to verify the identity of the sender of a message**

An Internet tool that enables you to quickly find information on the Web is called:

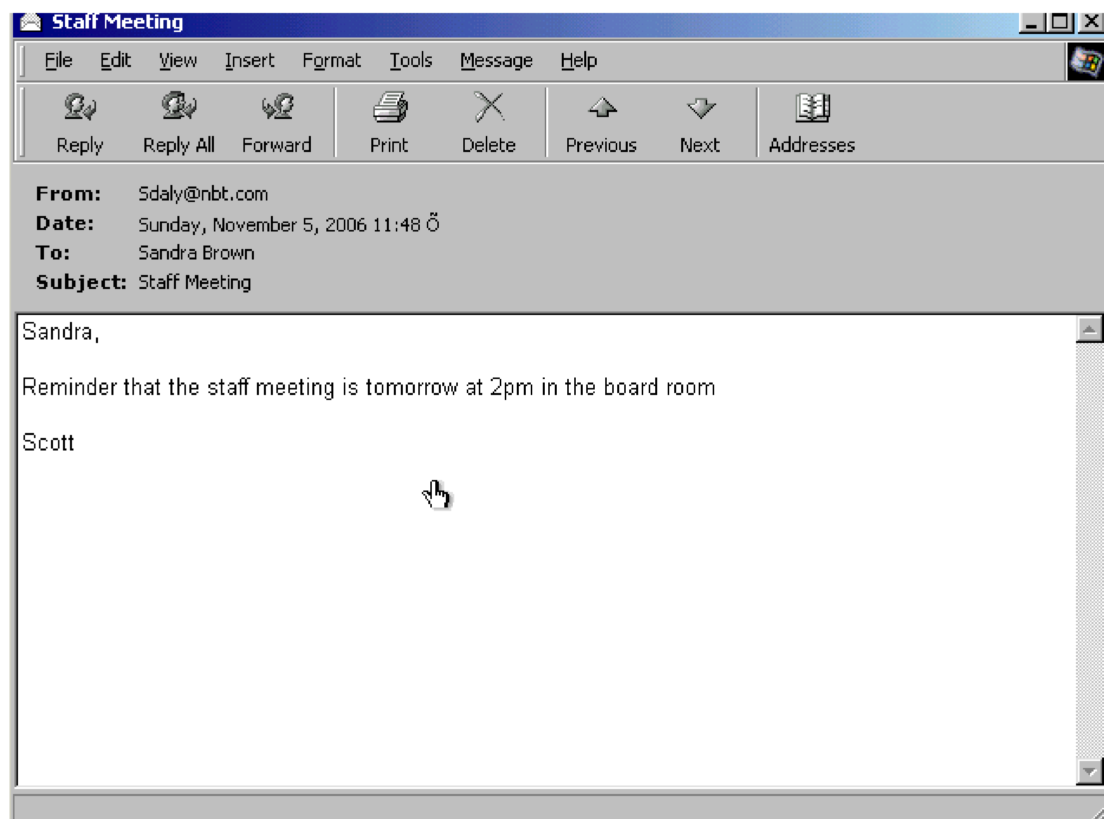
- a Uniform Resource Locator
- a Search Engine
- a Find Wizard
- Online Help

- **A search Engine**



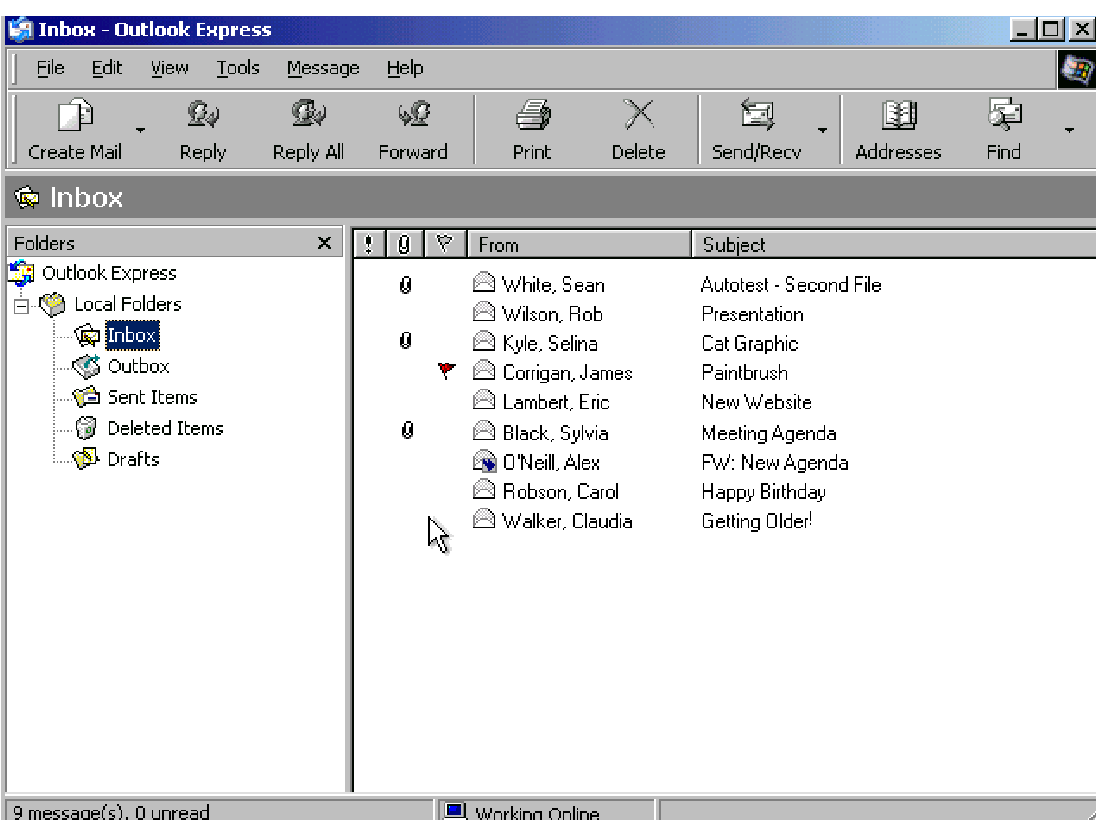
Open the e-mail message from Selina Kyle.

Double click on the Selina Kyle message



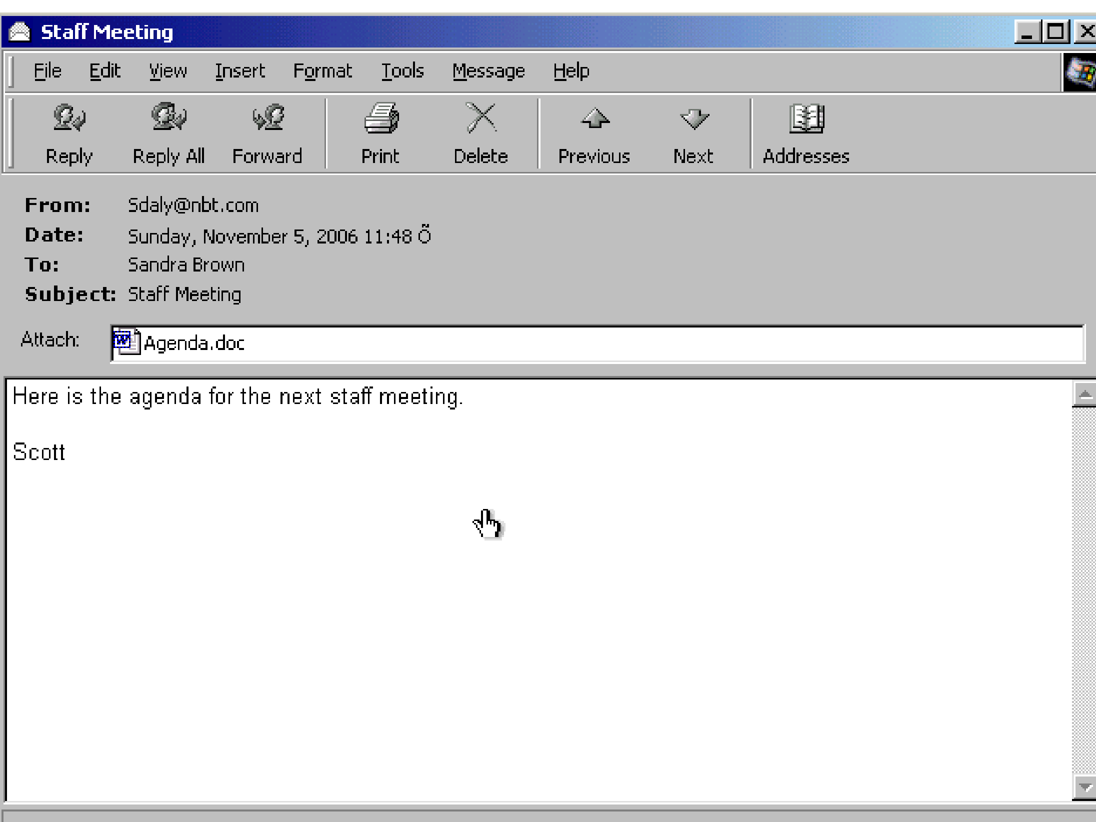
Close the e-mail message that is currently open.

Click on close from the title bar



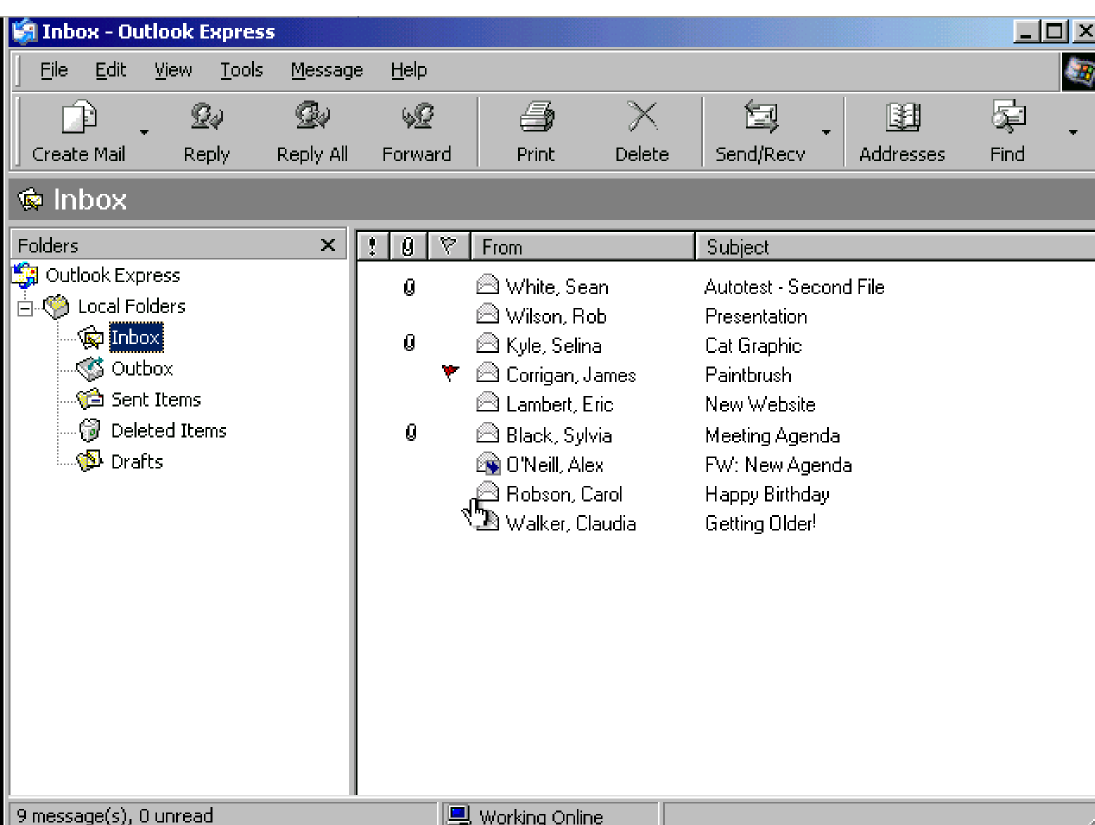
Remove the Flag heading from the Inbox.

View → columns → uncheck flag → ok



Without opening this attachment, save it onto the Desktop of this computer.

Right click on the Agenda.doc select save as → select desktop → save



Change the application settings so that when you reply to messages, the original message does not display.

Tools → options → select send tab → uncheck the include message in reply → ok

New Message

File Edit View Insert Format Tools Message Help

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline

To:

Cc:

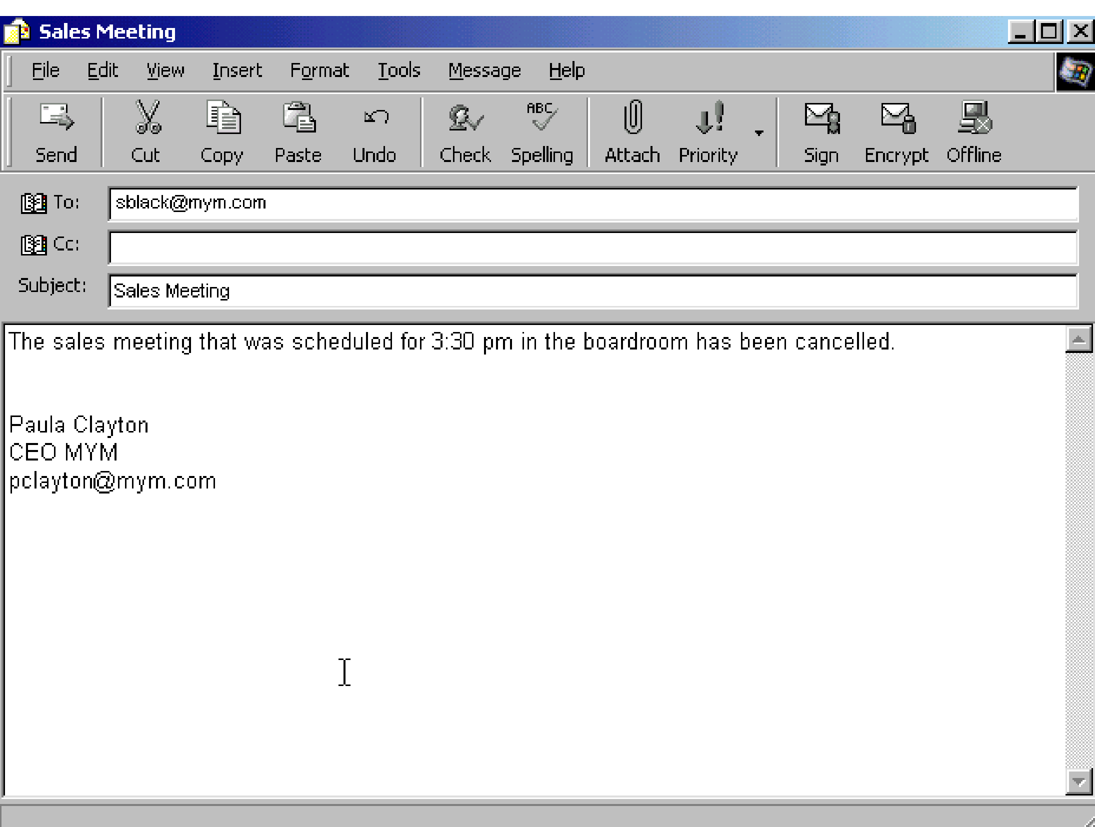
Subject:

SUBMIT

Make bjones@mym.com the main recipient of this e-mail message.

Click the SUBMIT button when you have finished.

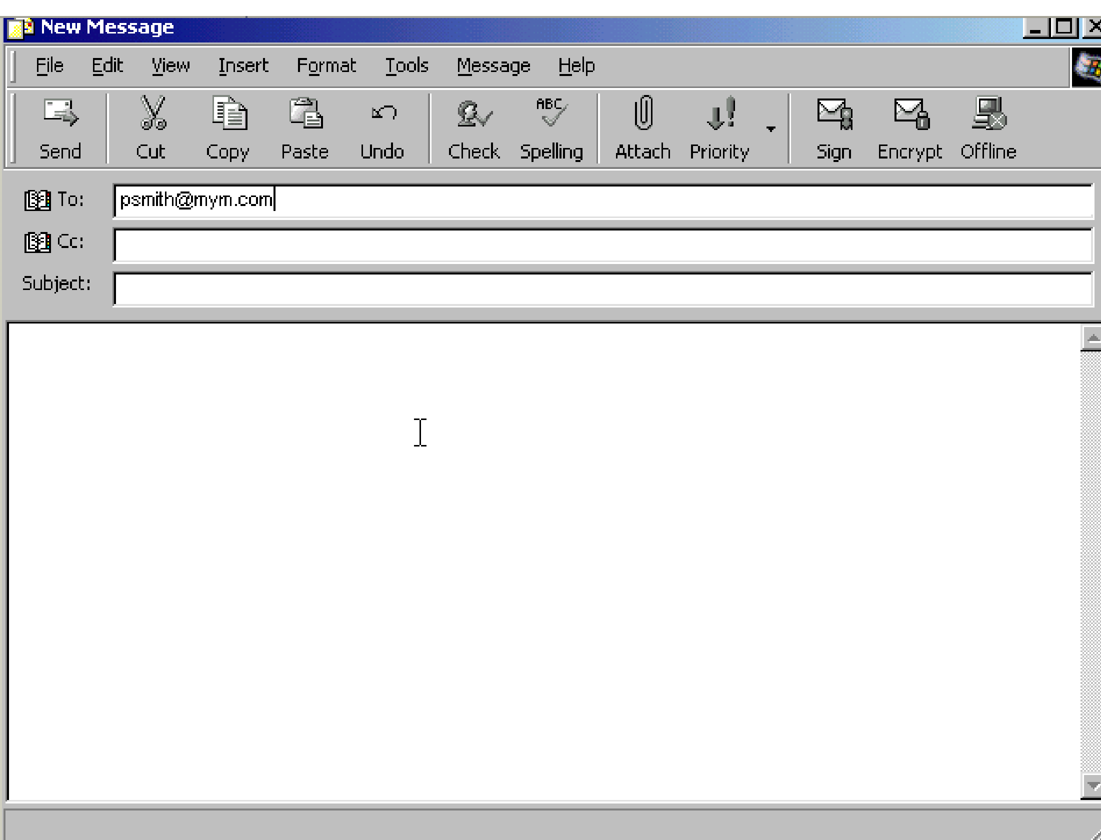
In the To box type bjones@mym.com → click submit



Send a carbon copy of this message to SeanWhite@mym.com.

Send the message immediately when you have finished.

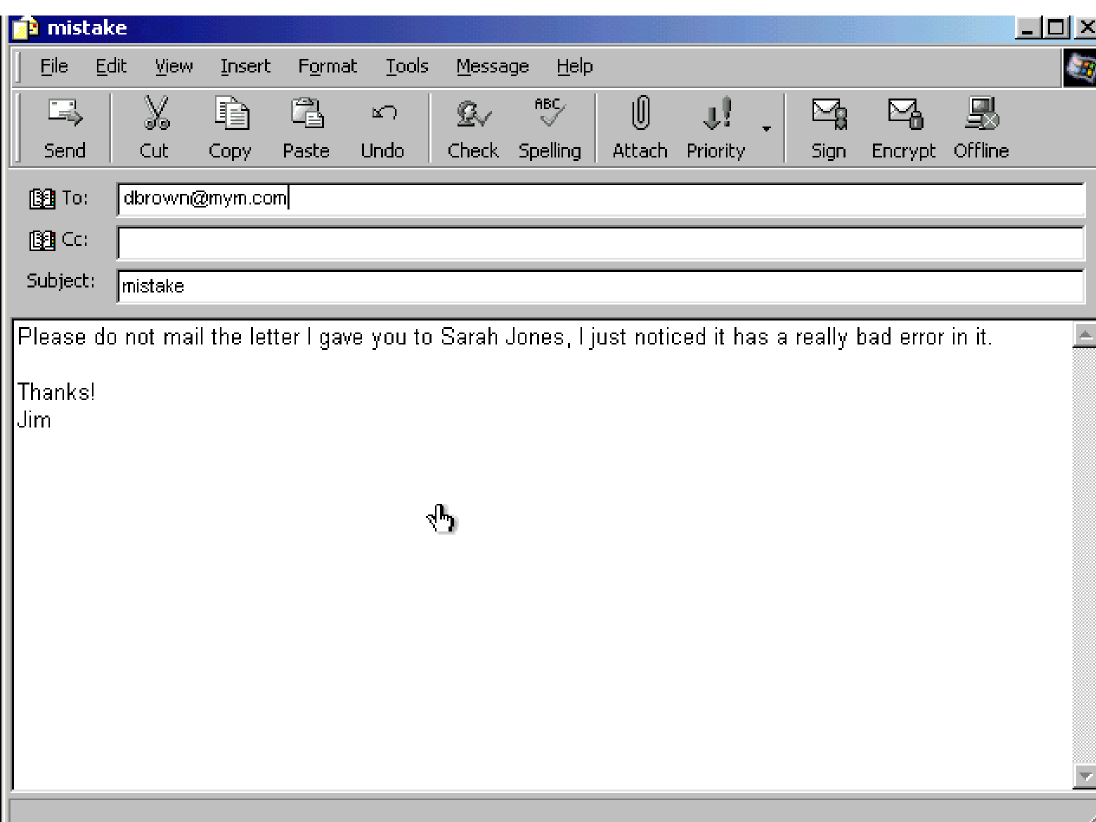
In the Cc box type Sean Whete@mym .com → click send



Attach the file Accounts.xls to this message.

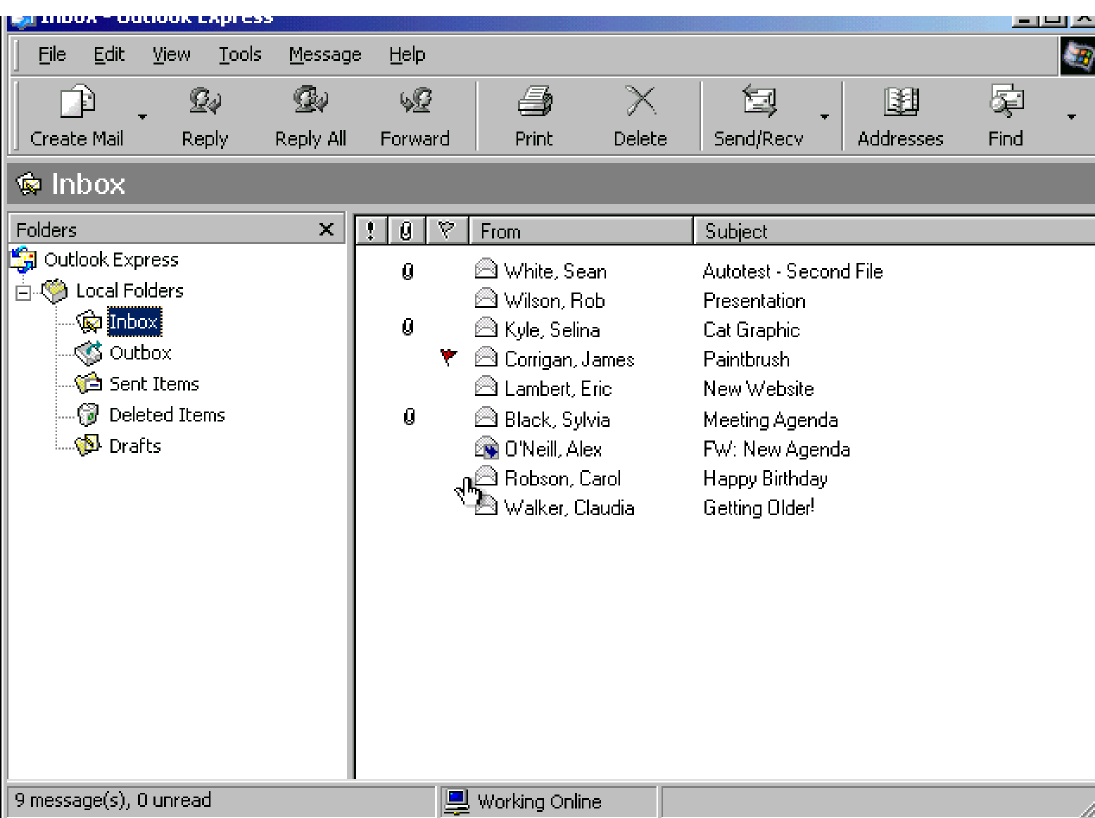
This file is in the My Documents folder.

Click on the attach button → select my documents → select Accounts.xls → click attach



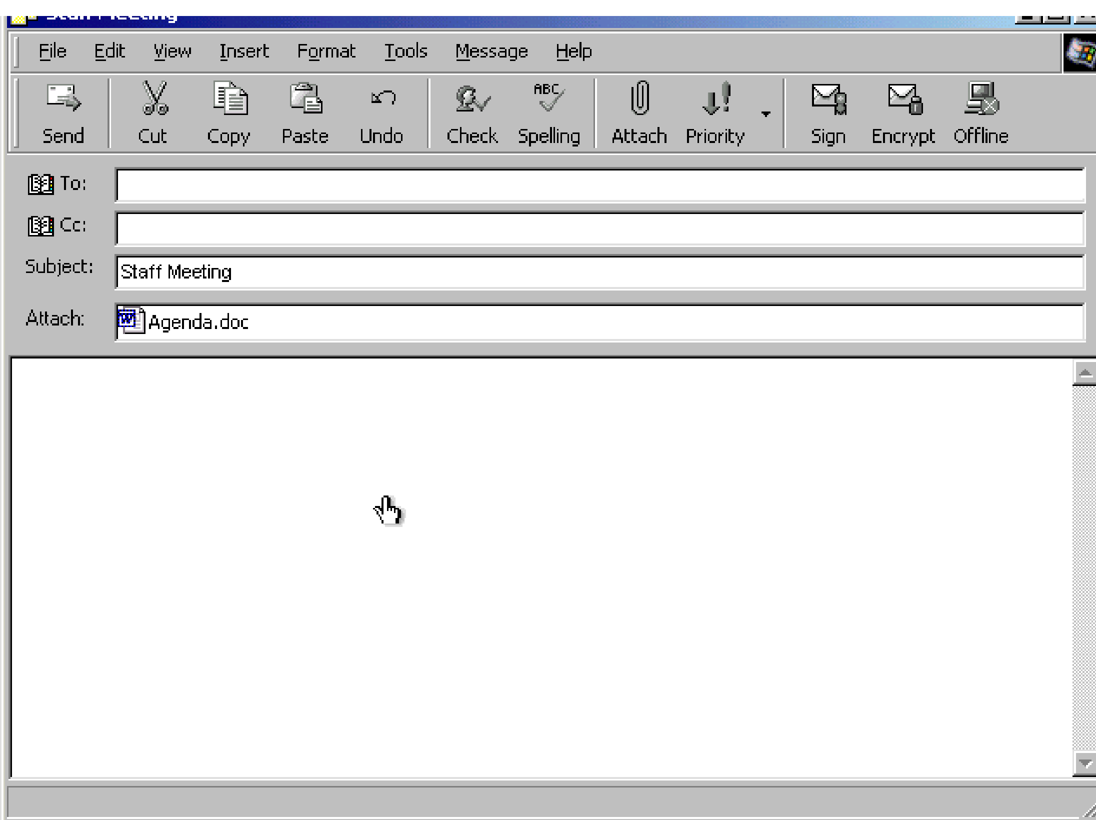
Change the priority for this message to High.

From the priority drop down list select high priority



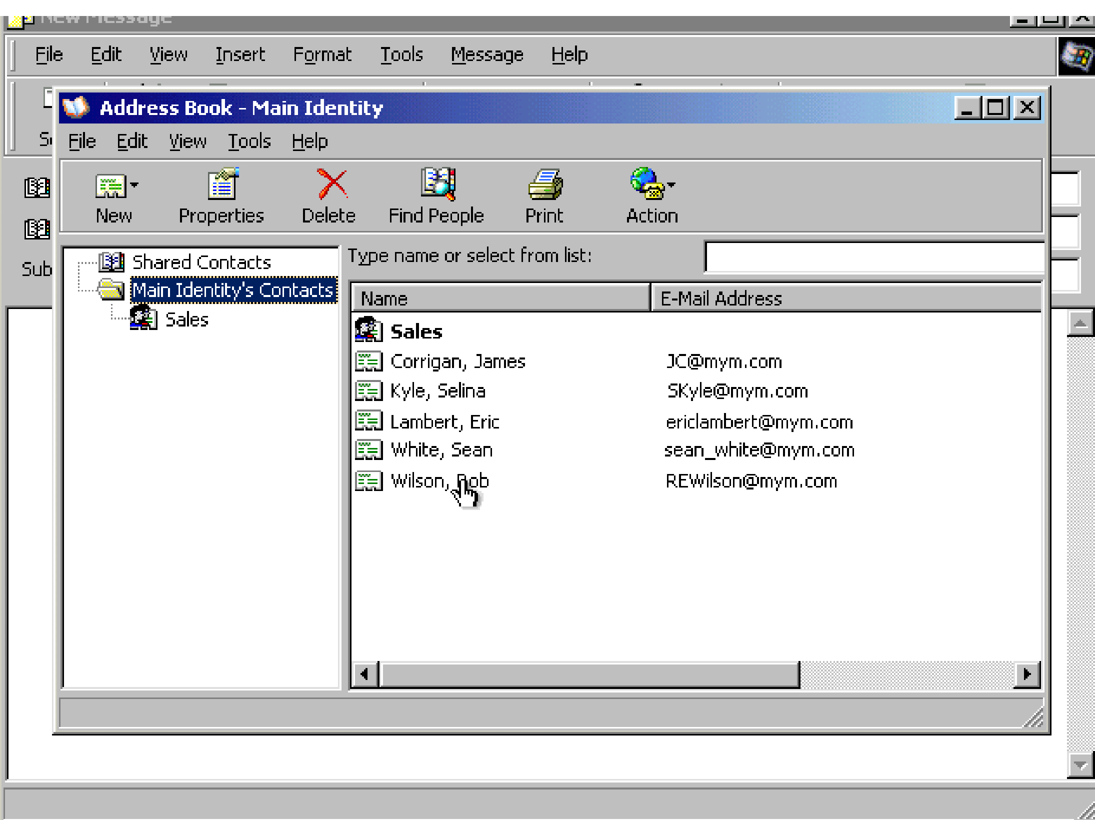
Forward the e-mail message from Rob Wilson to SelinaKyle@mym.com.
Do not open the message.
Send the message immediately when you have finished.

Select rob Wilson message → click on forward button → in the To box type SelinaKyle@mym.com → click send



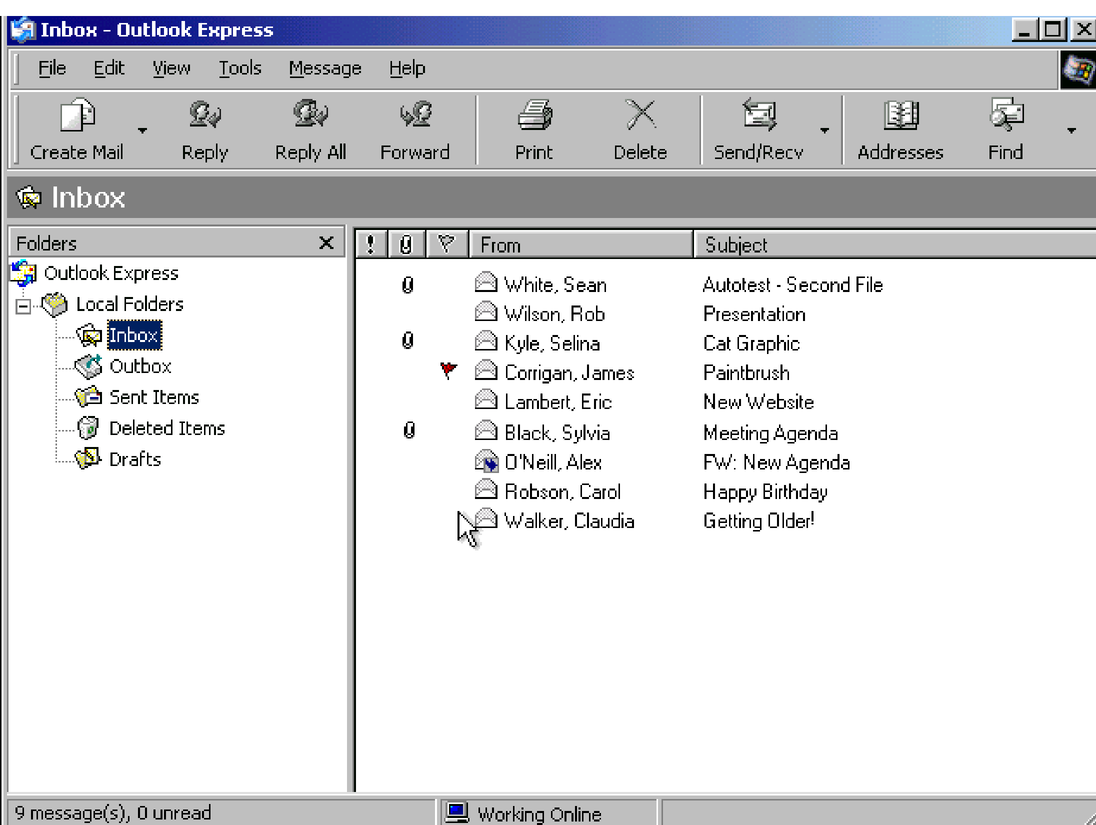
Delete the file entitled **Agenda.doc** from this e-mail message.

Select the file Agenda.doc → press delete from the keyboard



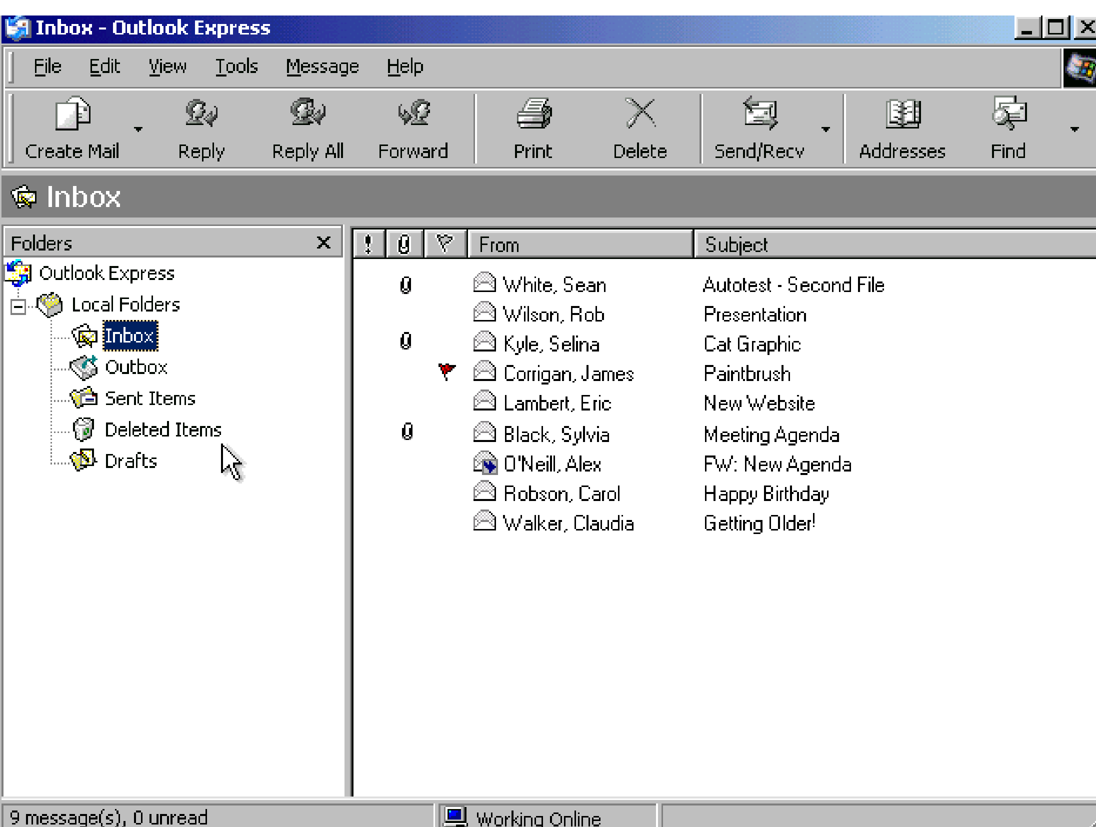
Create a new group called Research Team that contains addresses for Rob Wilson and Sean White.

From the new drop down list select new group → in the Group name type Research Team → click on the select member button → select Rob Wilson click select → select Sean White click select → ok → ok



Messages under the Subject heading Planning are located in various mail folders in Outlook Express.
Use the Find tool to display a complete listing of them.

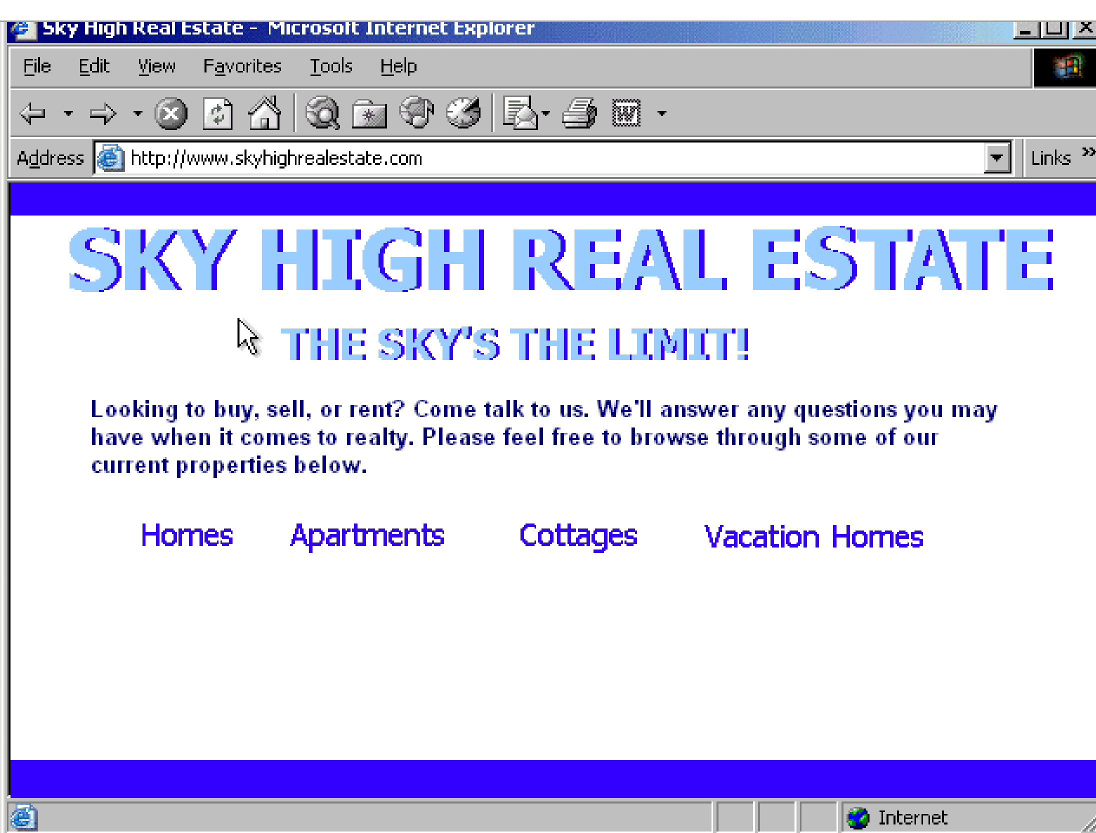
Edit → find → messages → in the subject box type Planning → click on find now



Empty the Deleted Items folder.

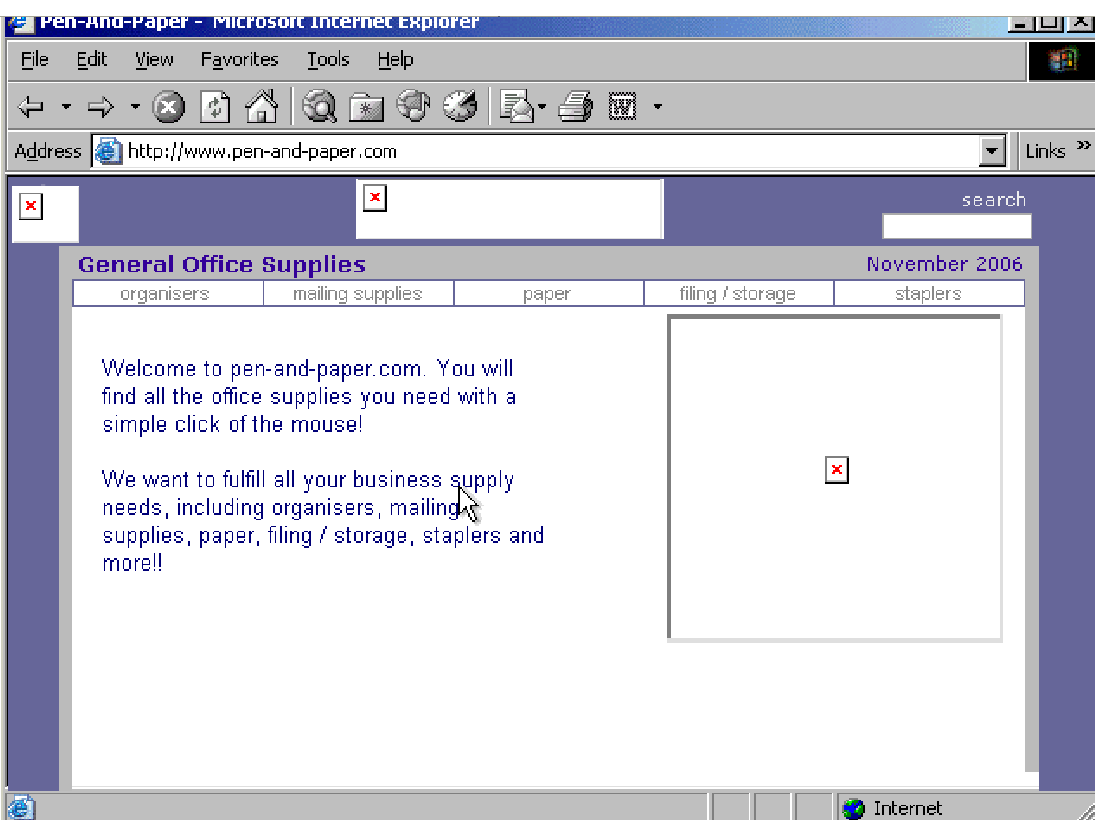
Do not use the Delete key for this exercise.

Right click on the deleted items → select empty 'deleted items' folder



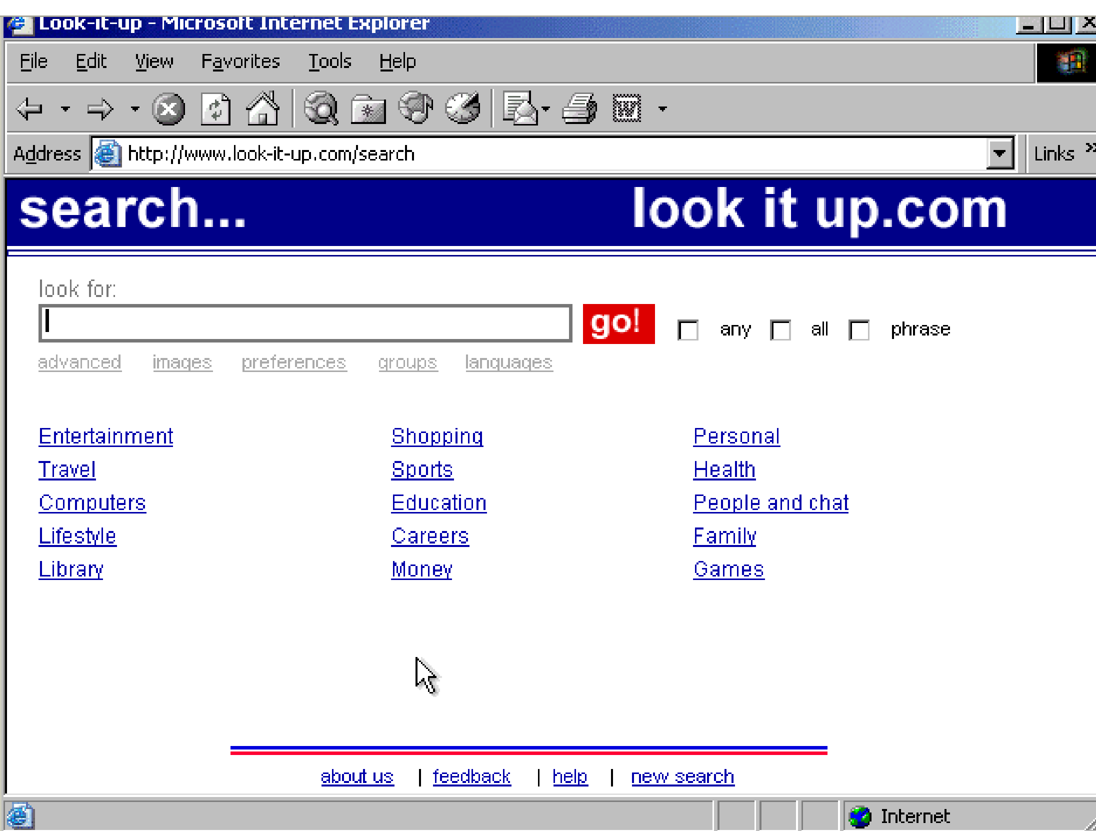
Open this web page in a new window.

File → new → window



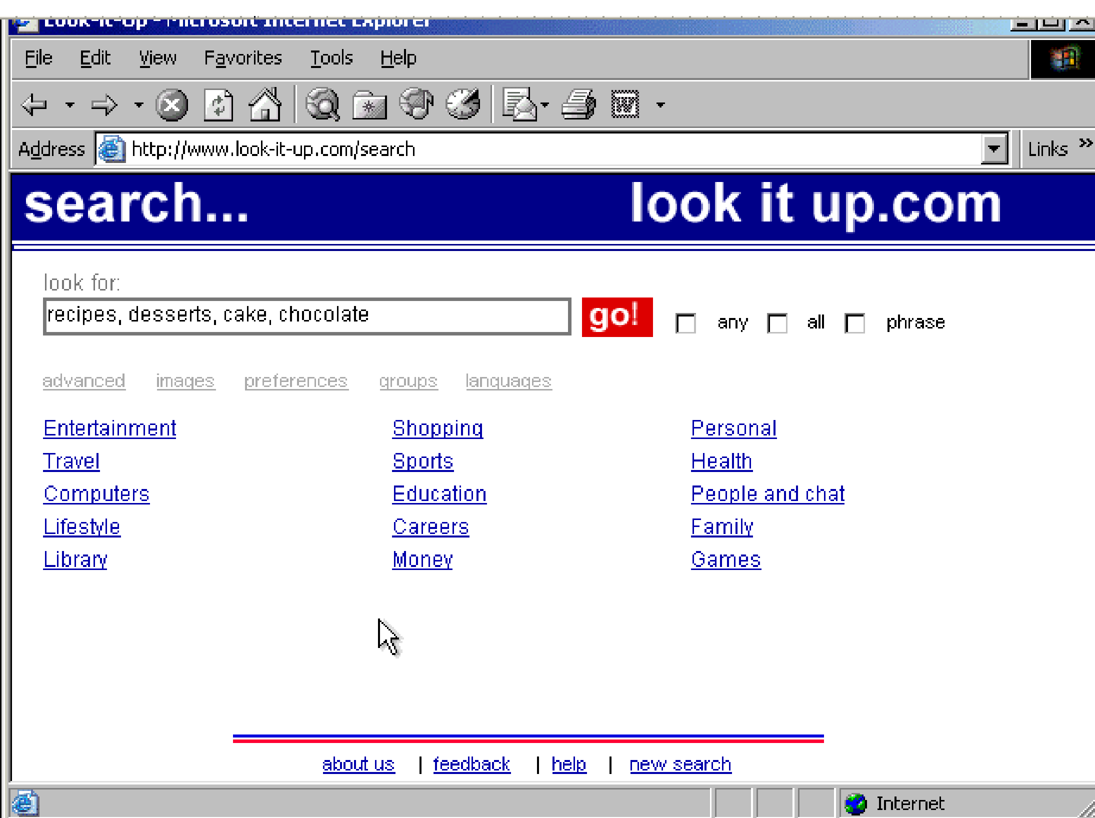
Refresh this web page.

Click on the refresh button



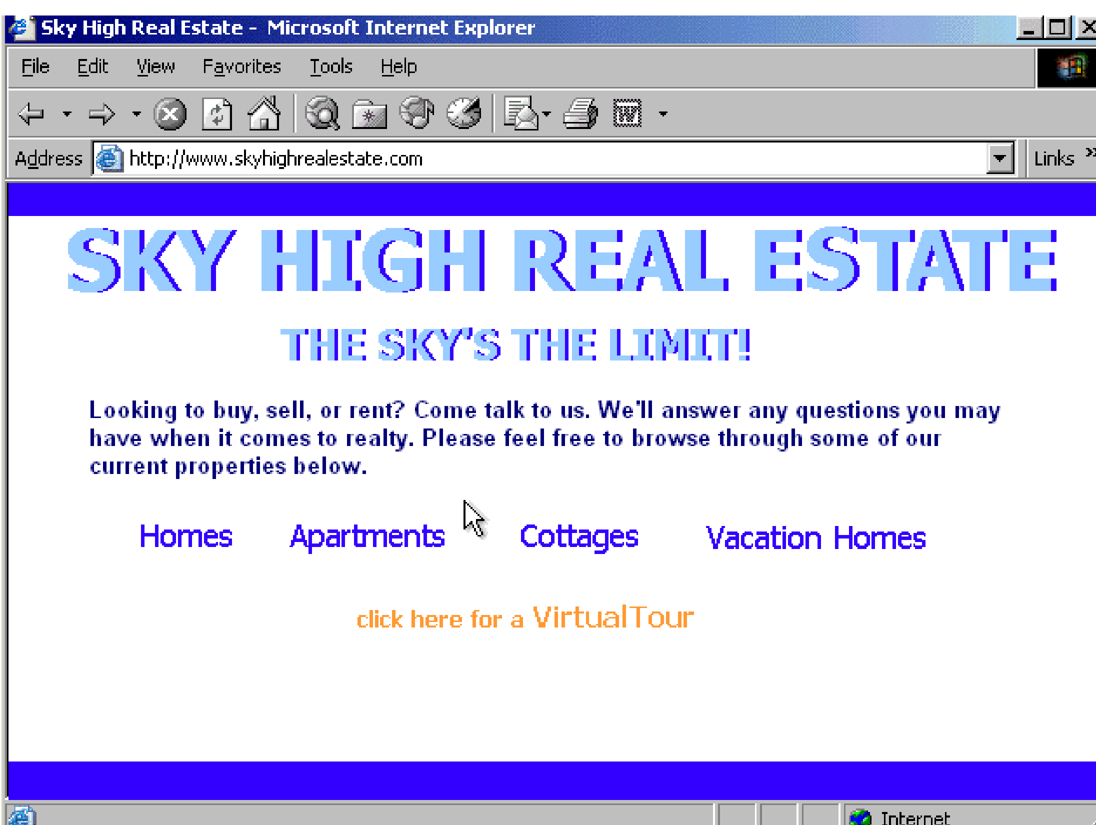
Add this Web page to the **Media** folder in your Favorites.

Favorites → add to favorites → select Media folder → ok



Modify the search requirements to include any of the words listed in the search criteria.
Click go! to submit your answer.
Do not change any other settings.

Check any and then click go



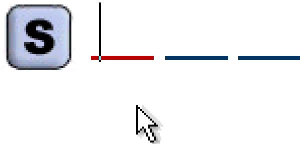
Download the Virtual Tour movie file to the My Documents folder.

Click on the click here for a Virtual Tour → select my documents → save

Clue:

Unsolicited e-mail is often referred to as:

(1 word, 4 letters)

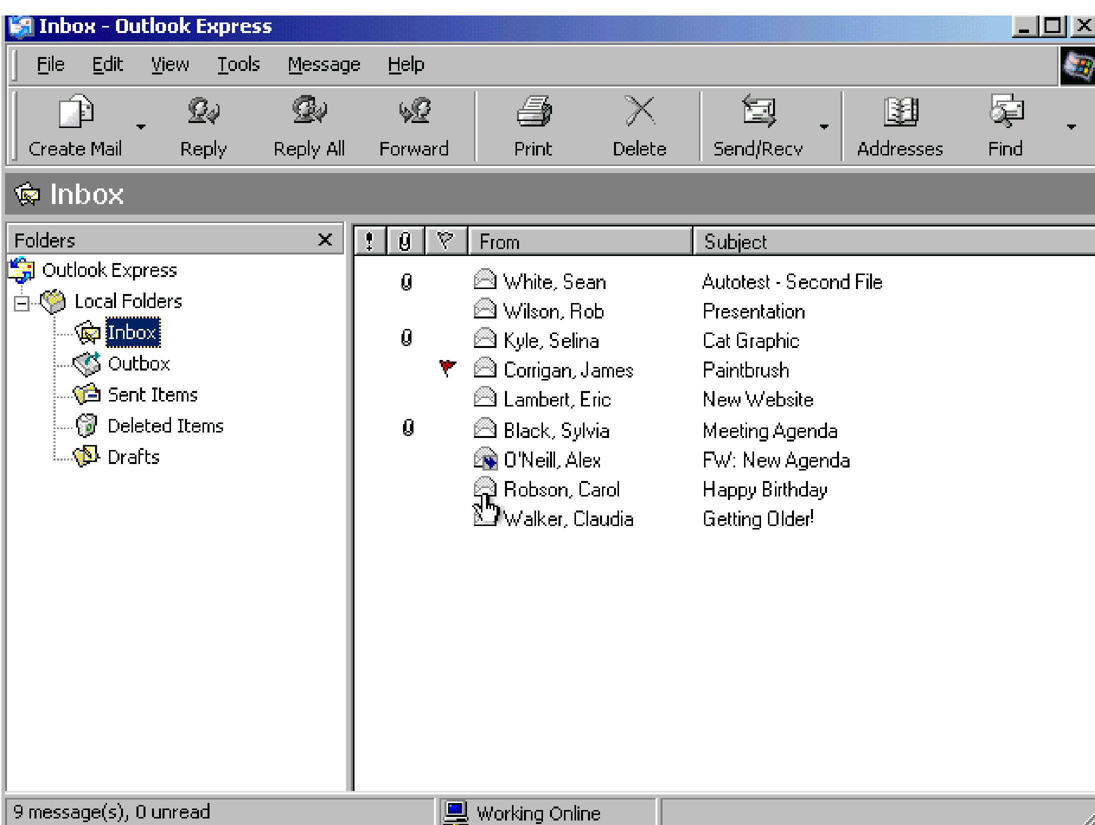


Spam

The World Wide Web is:

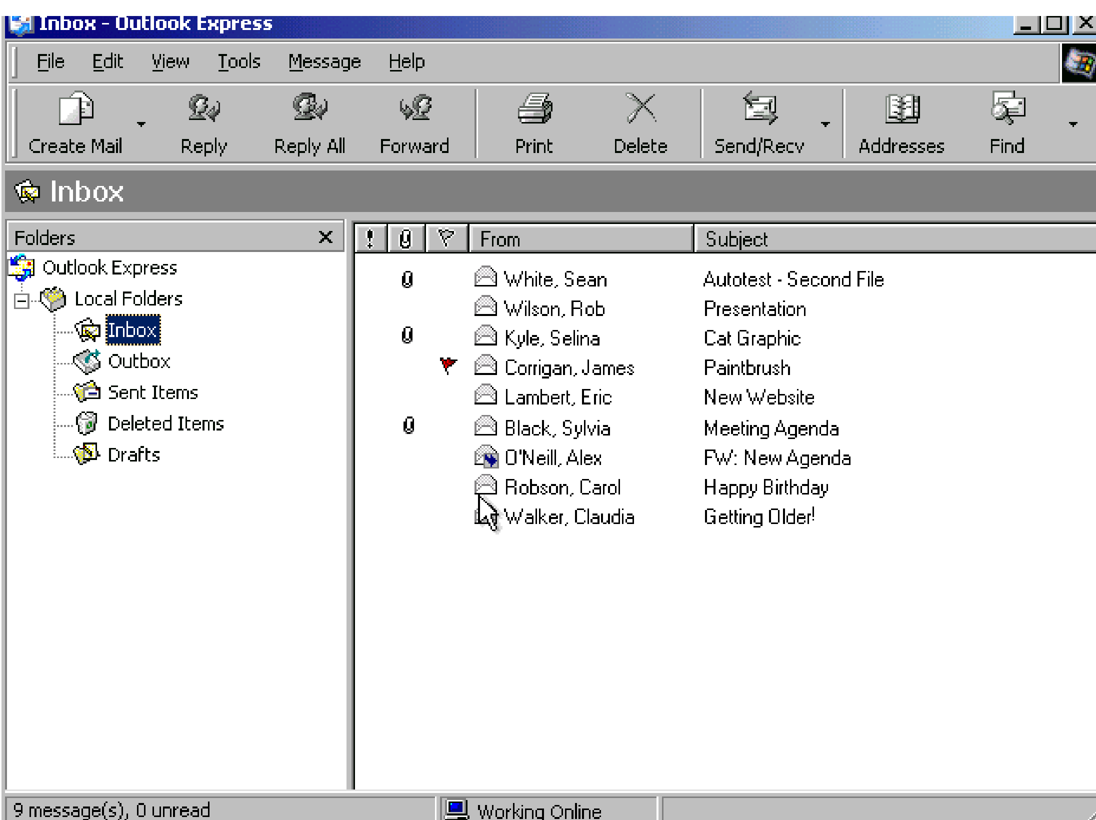
- ○ a huge collection of linked files held on computers all over the world.
- ○ a world wide network of telephone cables and related equipment.
- ○ a network of computers and cables that connect e-mail users all around the world.
- ○ a global network of communication satellites.

- **A huge collection of linked files held on computers all over the world**



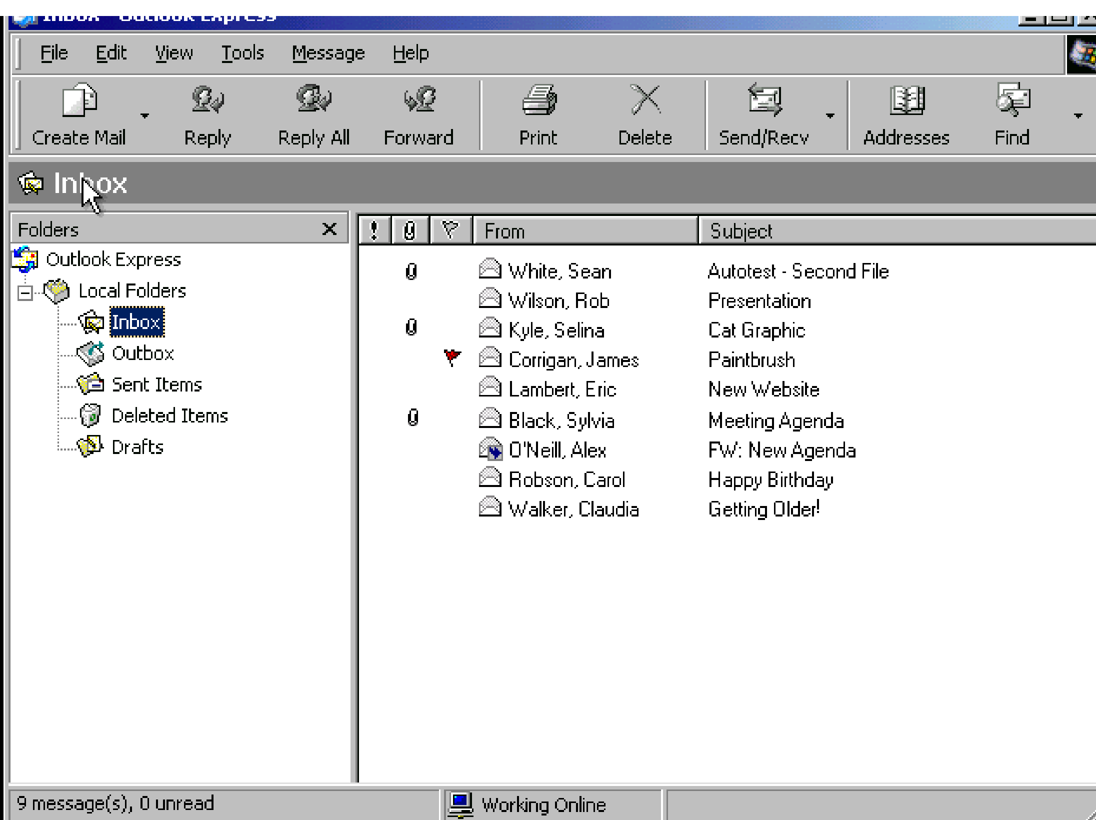
Use Outlook Express Help to access information on unread messages.

Help → contents and index → type unread messages → display



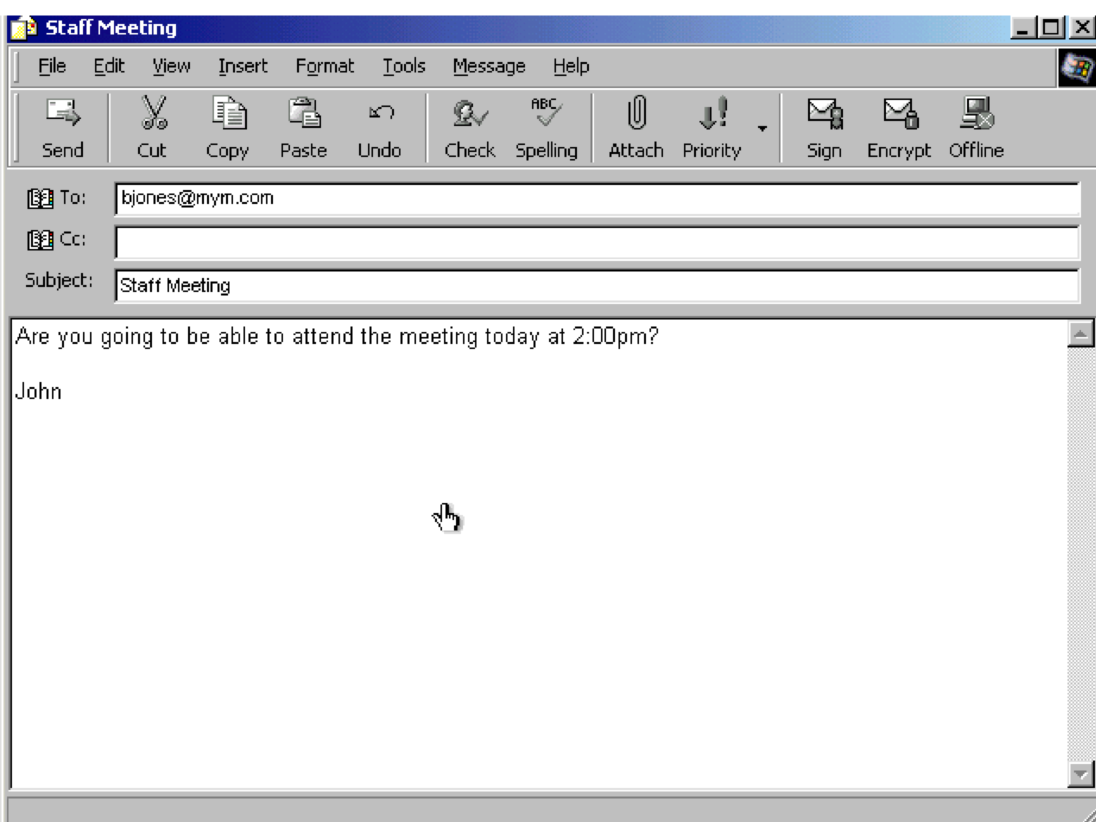
Reply to Rob Wilson's e-mail with the message Yes, it will. This should be sent only to Rob Wilson. Do not open the message.
Send the message immediately when you have finished.

Select Rob Wilson message → click on reply button → click in the message body and type yes, it will → click send



Open the New Message window to create a new message.

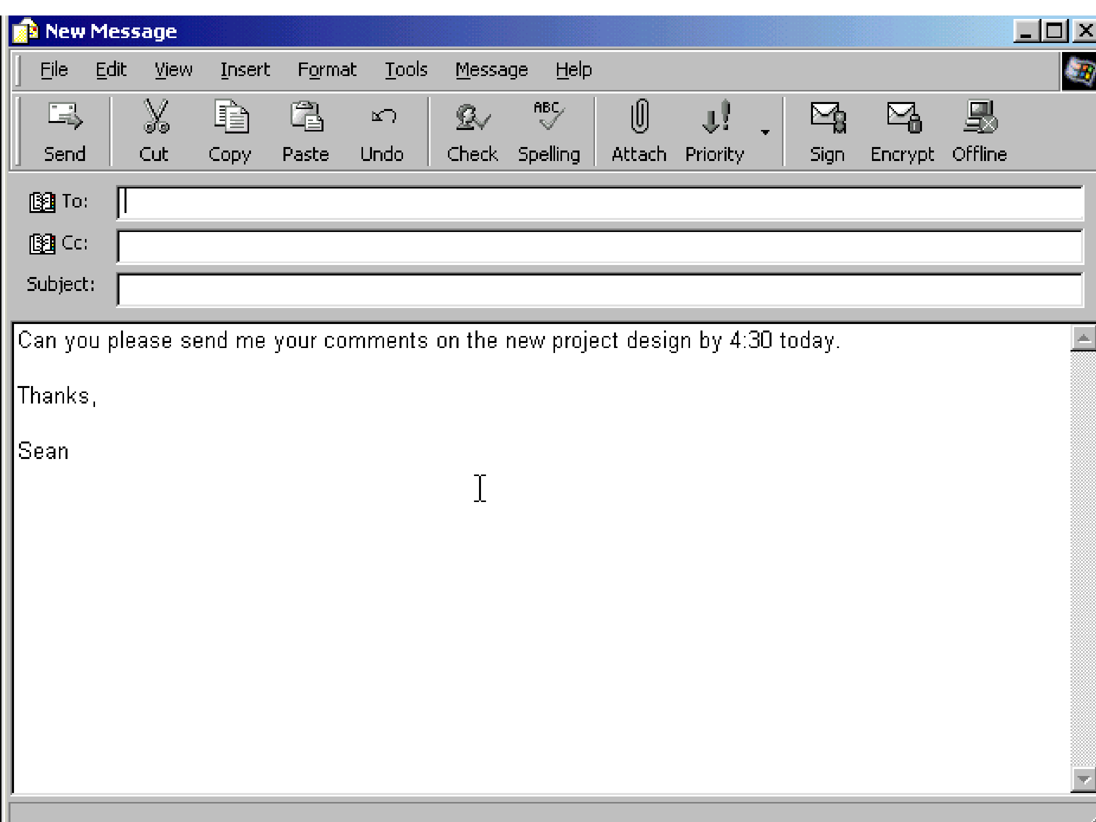
Click on create mail button



Change the subject of this message to **Meeting**.

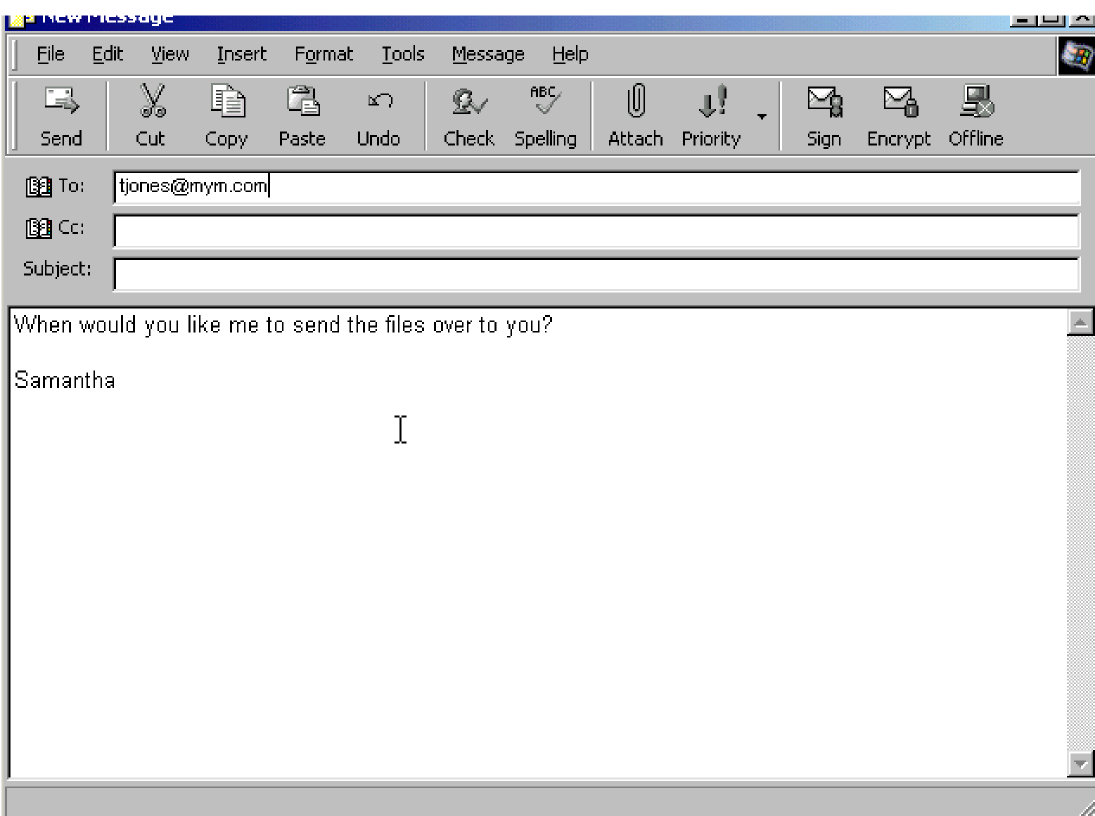
Send the message immediately when you have finished.

In the subject box delete the word staff → click send



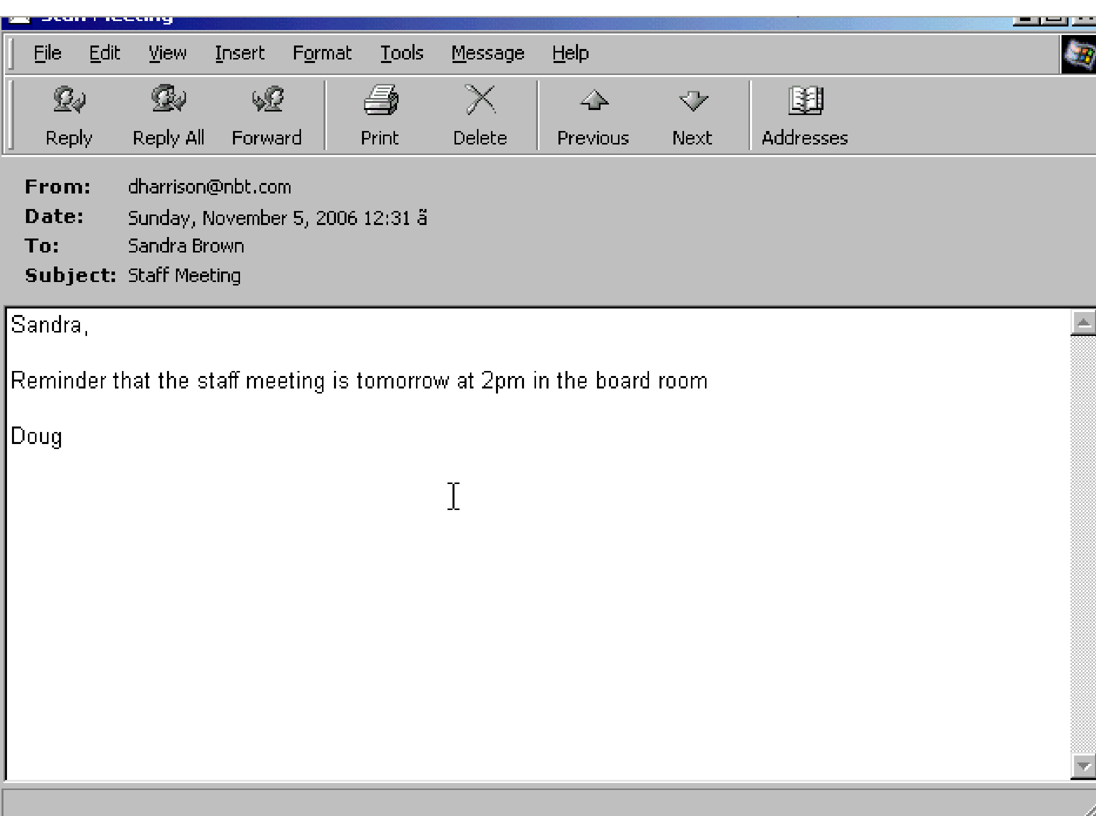
There is a group in the Address Book for this e-mail account. Make the group the recipient of this message.

Click on the To: → select the Electric paper → click To → ok



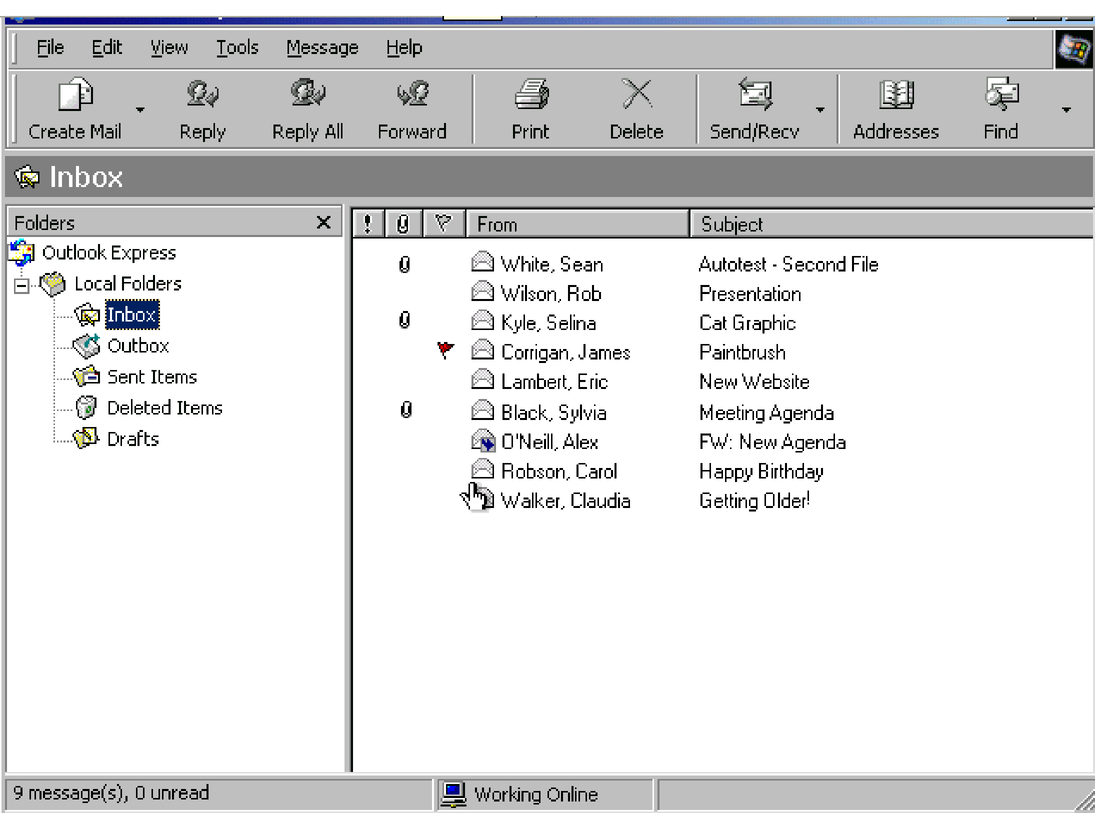
Paste the contents of the clipboard into the subject area of the window.

Right click in the subject box → select paste



Use the application's built-in features to automatically add the sender of this message to your Address Book.

Right click on the email address in the from and select add to address book



Create a new folder in your Inbox and name this folder Personal.

File → new → folder → in the folder name box type Personal → ok

Drag the following statements about digital certificates to the appropriate boxes.

True	False

Are commonly used to make web sites more secure.

Enable you to register downloaded software.

Enable you to print a guarantee for goods purchased online.

Can be used to provide a digital signature.

True

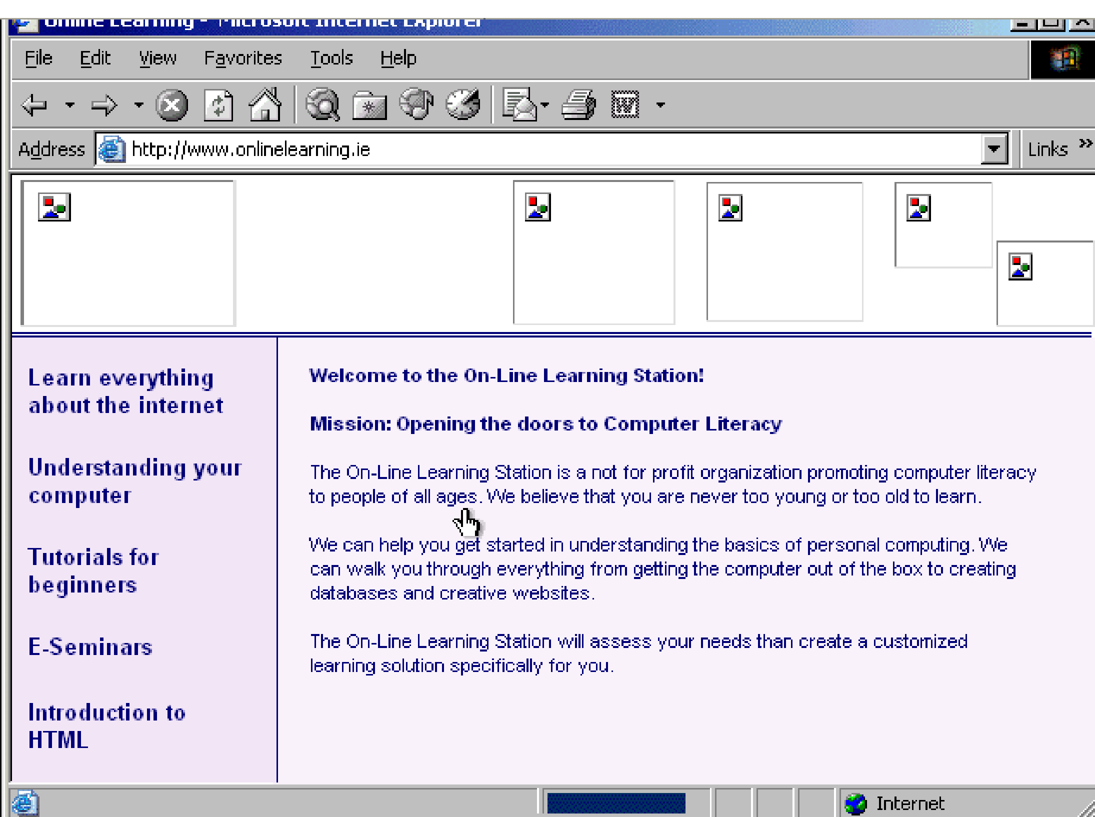
1) are commonly used to make web sites more secure

2) enable you to register downloaded software

False

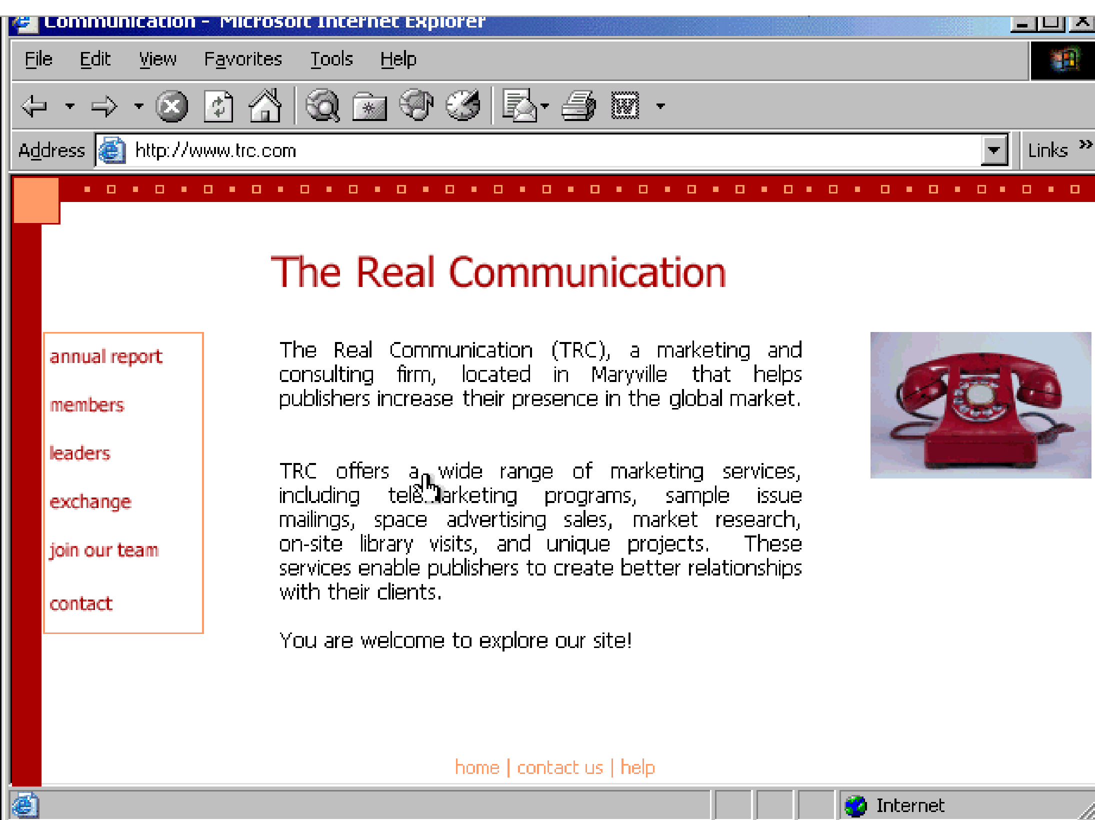
1) enable you to print a guarantee for goods purchased online

2) can be used to provide a digital signature



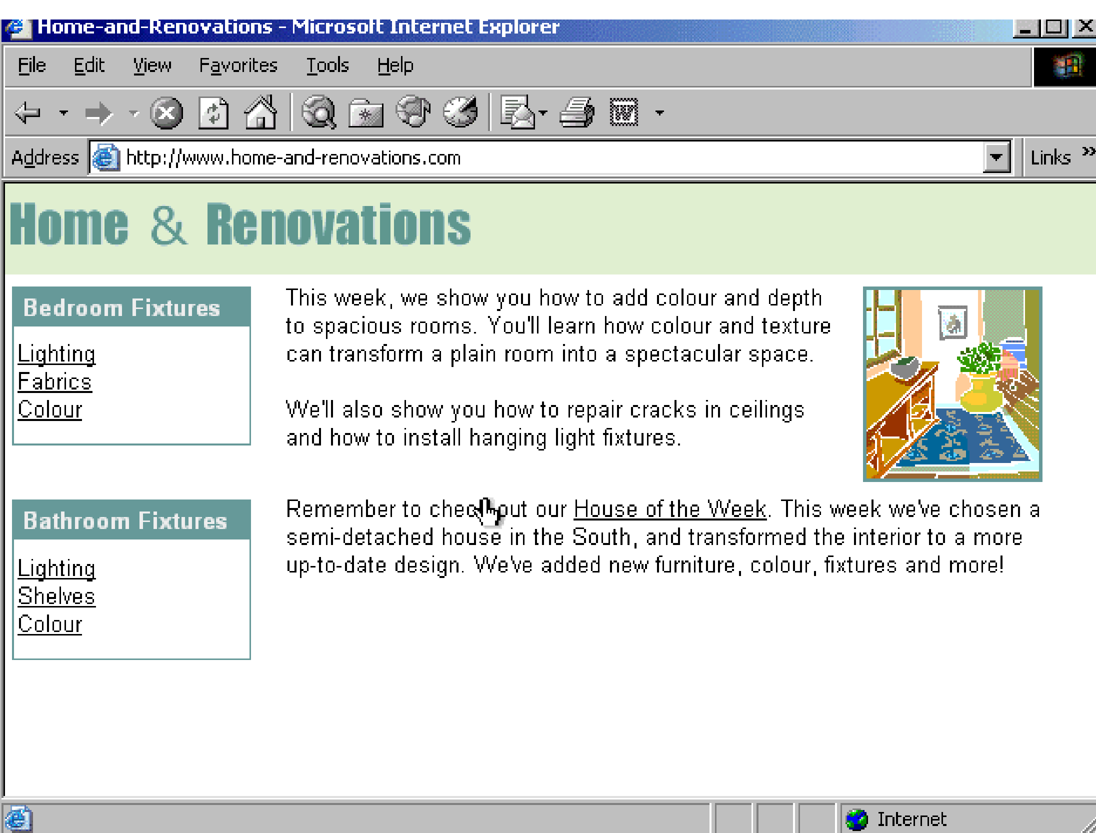
This web page is not displaying properly. Stop this web page from downloading.

Click on the stop button



Use the browser address bar to display previously visited URLs and access a site that you visited before this one.

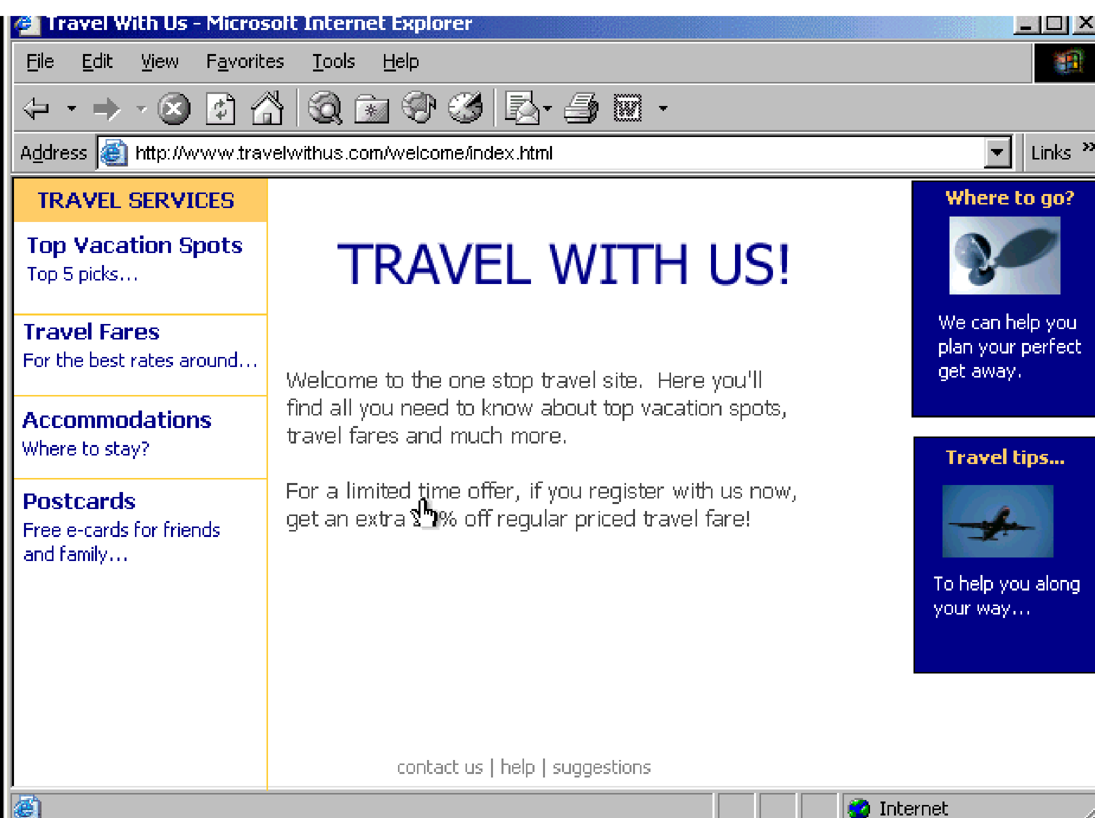
From the drop down list → select the first URL



You have just navigated to this web page using a hyperlink.

Return to the previous page.

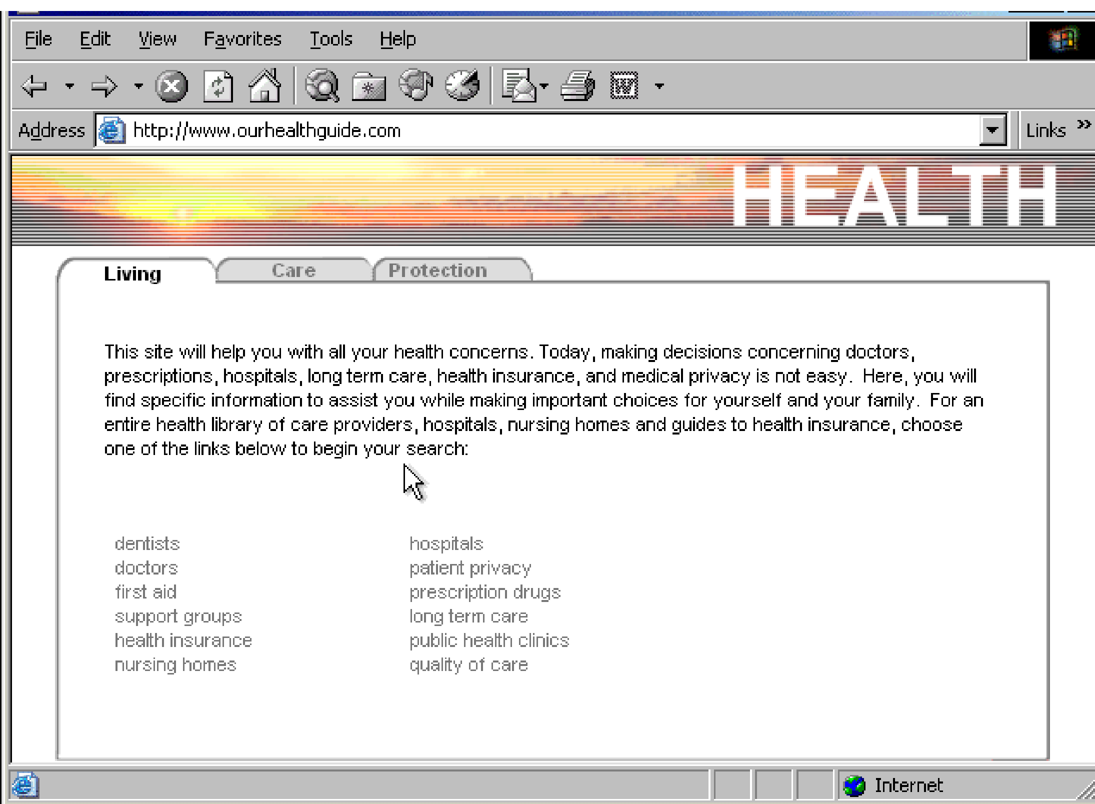
Click on the back button



The MSN web site is one of your listed favorites.

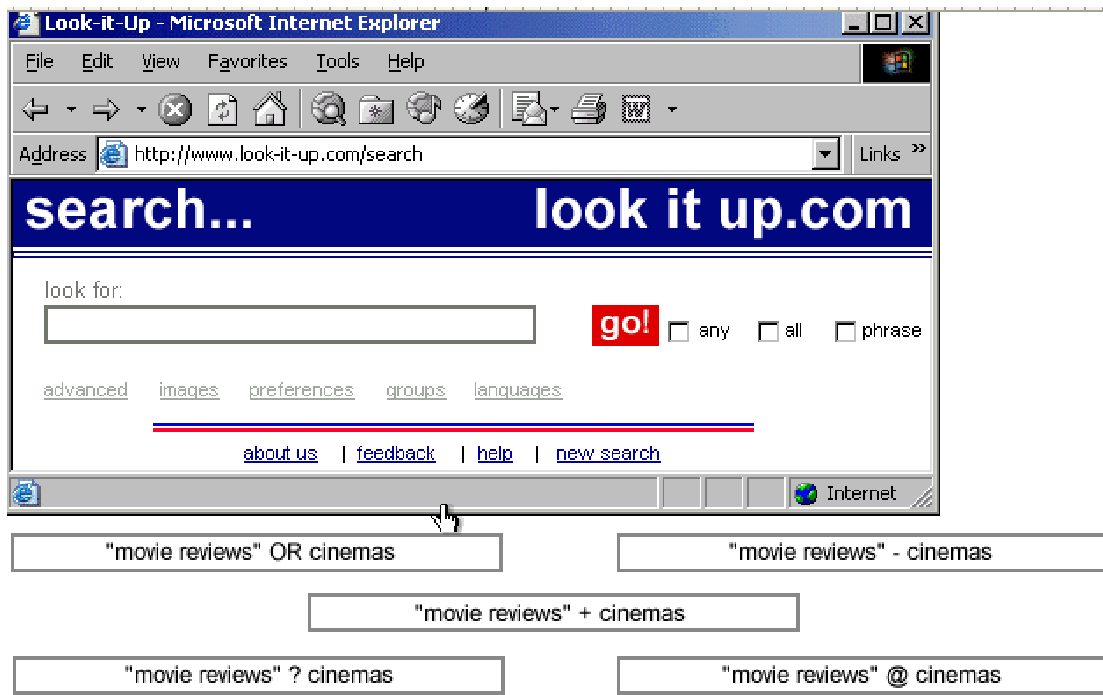
Use this fact to navigate to the MSN site.

Favorites → select MSN

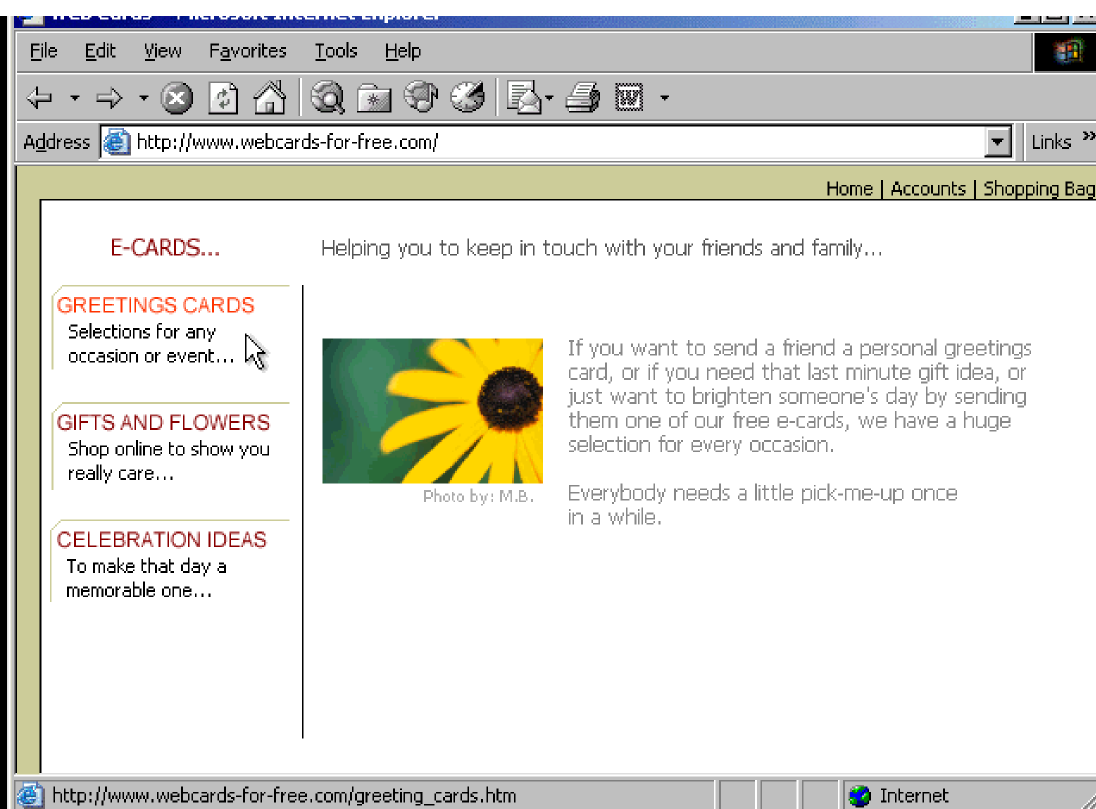


Create a new folder for storing some of your favourites.
Call this folder Cooking.

Favorites → organize favorites → create folder → type Cooking



"Movie reviews" + cinemas



Save a copy of the photograph onto the Desktop of this computer.

Right click on the photograph → select save picture as → select the desktop → save

Which **two** of these statements about e-mail are **true?**

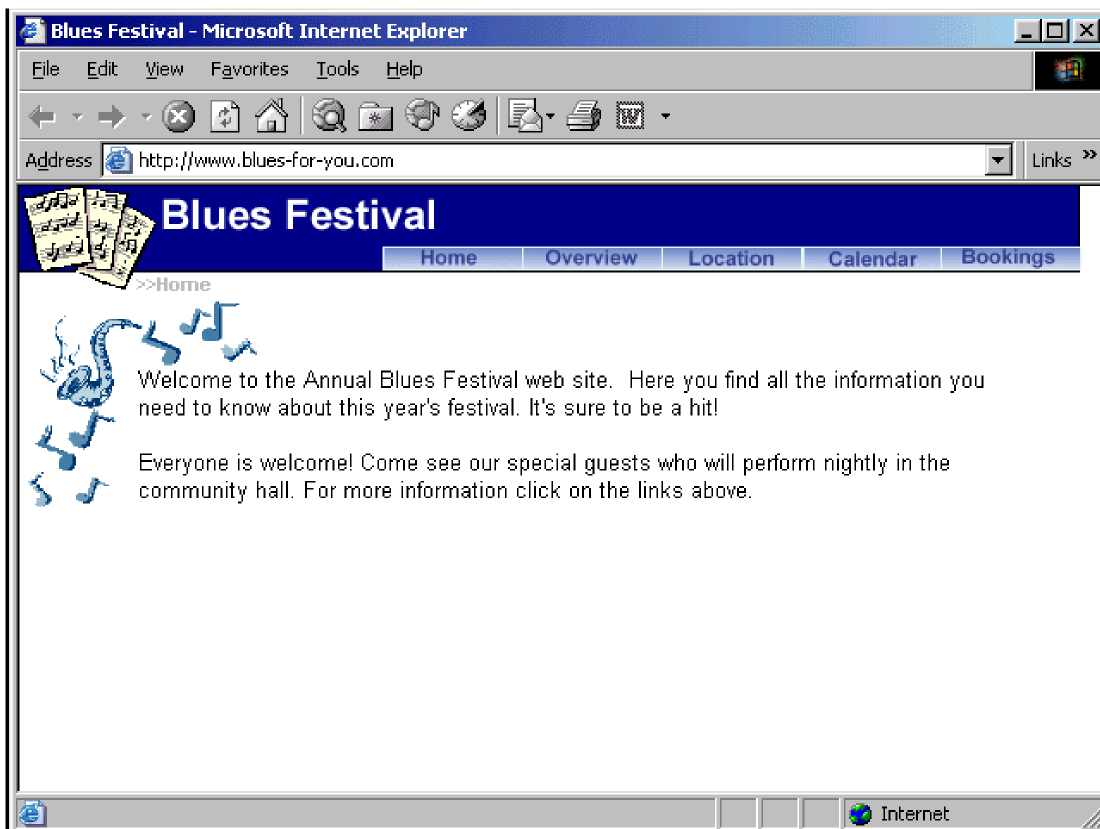
- ○ You must send and receive e-mail on separate telephone lines.
- ○ E-mail stands for Electronic Mail.
- ○ The cost of sending e-mail depends on where the recipient lives.
- ○ You can only send or receive e-mail offline.
- ○ The distance over which e-mail is sent does not significantly affect the speed of delivery.

- **E-mail stands for Electronic Mail**
- **The distance over which e-mail is sent does not significantly affect the speed of delivery**

Which **two** of these statements regarding the risk of transmitting viruses via e-mail are **true?**

- ○ Viruses can only be transmitted via an e-mail attachment.
- ○ A virus can spread via e-mail by mailing itself to everyone in a victim's address book.
- ○ Viruses are only spread via unsolicited mail.
- ○ You should not open e-mail if it has a suspicious subject line.
- ○ You are more at risk from viruses if you use Web based e-mail.

- **A virus can spread via e-mail by mailing itself to everyone in a victim's address book**
- **You should not open e-mail if it has a suspicious subject line**



Use this site to reserve a single room at the Park's Inn.

Follow the instructions that are provided on the web page.

Click on Bookings → click on the rooms/Accommodation → from the first drop down list select Park's Inn → from the second drop down list select single room → click book now

Which **one** of these statements about e-mail is **true**?

- ○ You can only access one e-mail account at any time.
- ○ Each user can only access their e-mail account from a single PC.
- ○ You need a user name and password to access your e-mail.
- ○ Email accounts on a single PC share the same folders.

- **You need a user name and password to access your e-mail**

Cookie & Cache

A cookie is a small file sent to your computer when you visit a website.

A cache enables a web site to recall details of your previous visit.

A cache helps web pages you have visited recently to load more quickly.

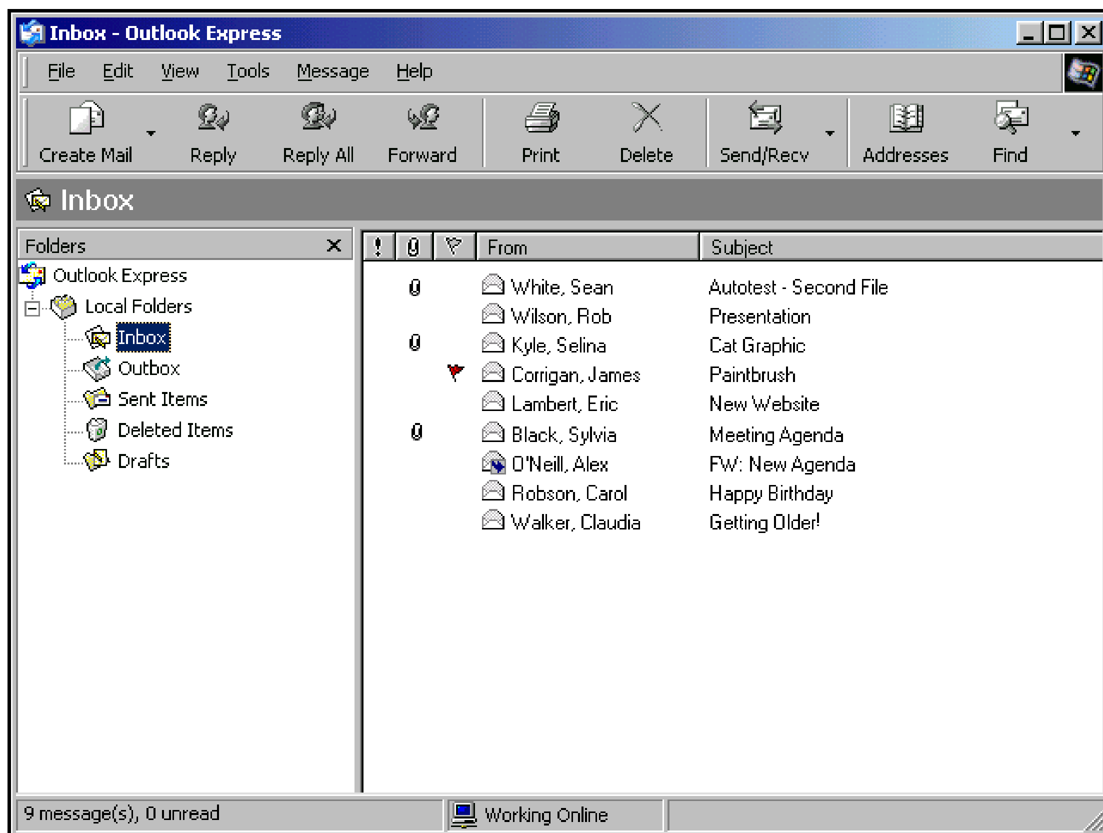
Your browser uses a cookie to store the files you download from the Internet.

If a cookie gets too full, older files are deleted to make space for new ones.

A cookie is a small file sent to Your computer when you Visit a website

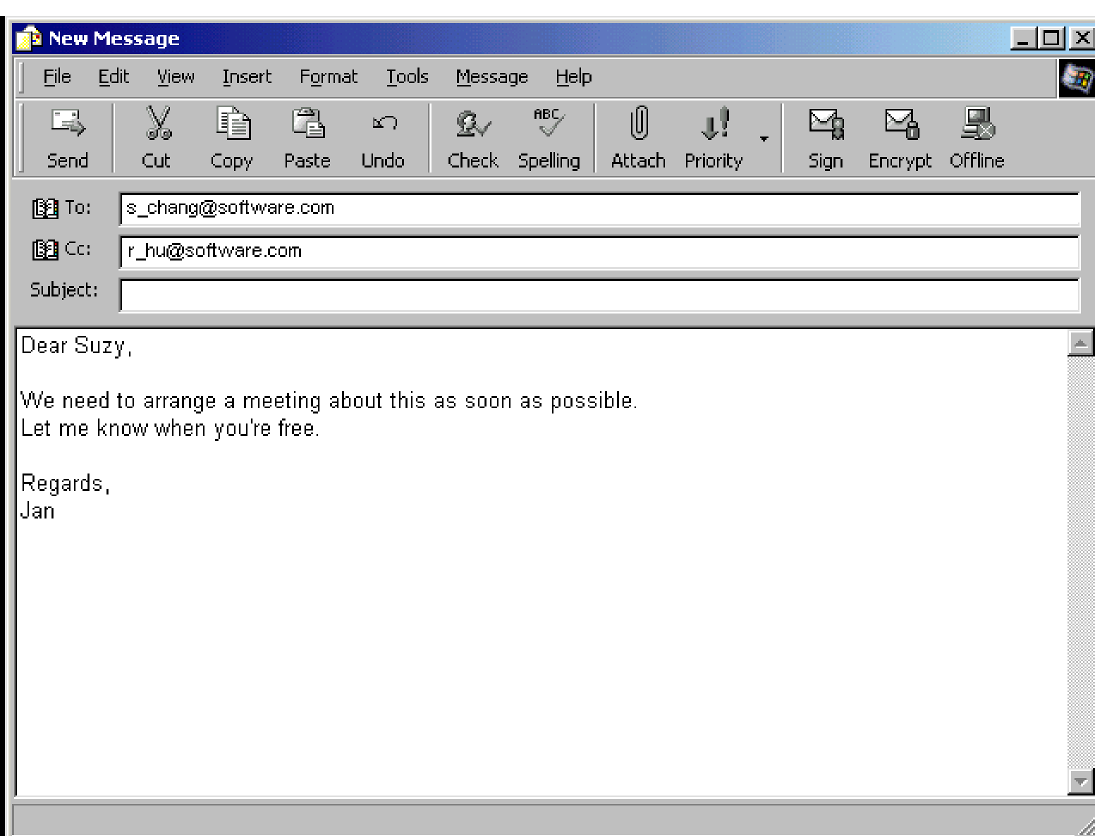
A cache helps web pages you Have visited recently to load More quickly

If a cookie gets too full older Files are deleted to make Space for new ones



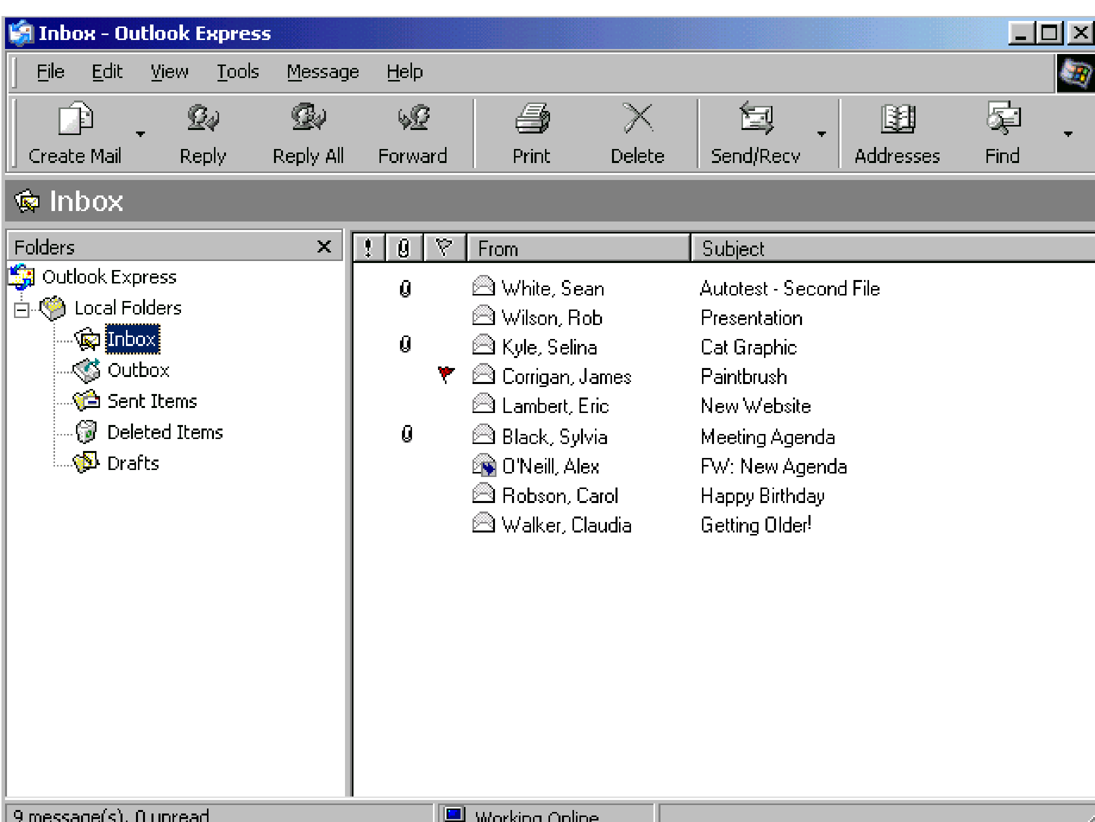
Mark the message from Rob Wilson as Unread.

Right click on Rob Wilson → select mark as unread



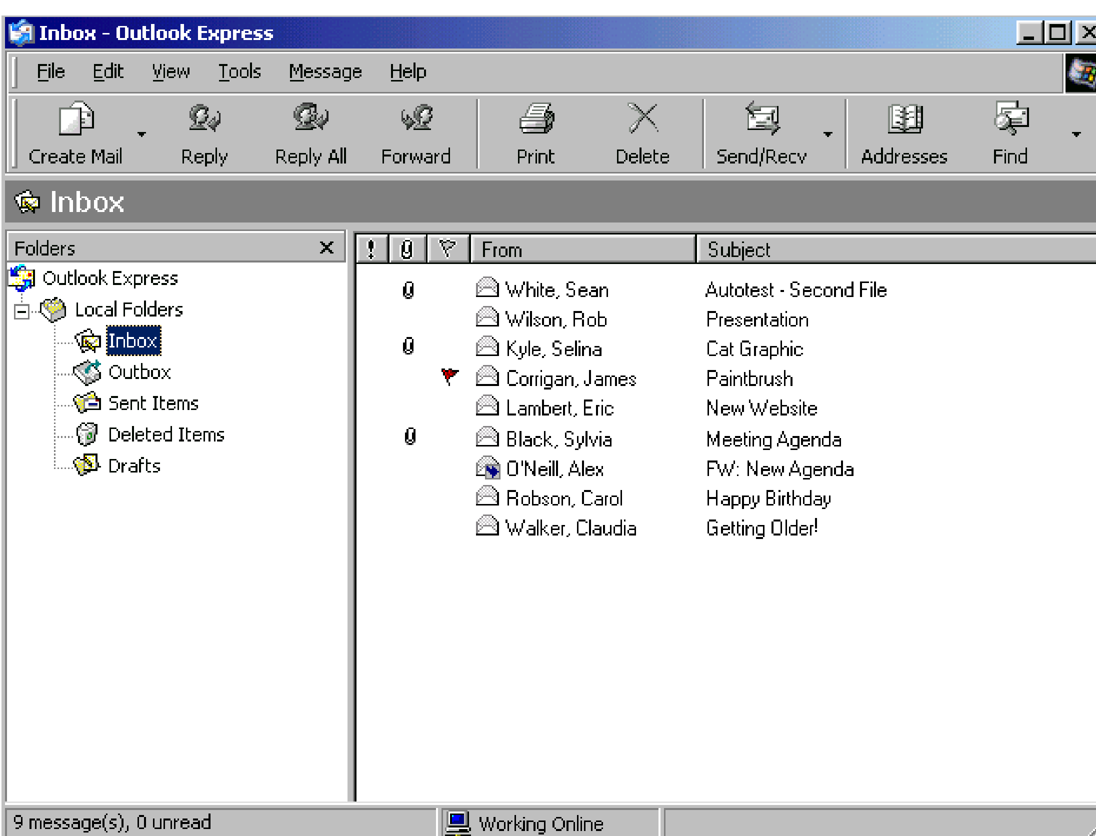
Enter the phrase Company meeting into the appropriate field to indicate what the message is about.
Send the message when you have finished.

In the subject box type Company meeting → click send



Move the e-mail message from James Corrigan to the Drafts folder.

Select the message from James Corrigan and drag it to drafts



Delete the e-mail message from Selina Kyle.

Right click on Selina Kyle message → select delete

Which **one** of these statements is **true**?

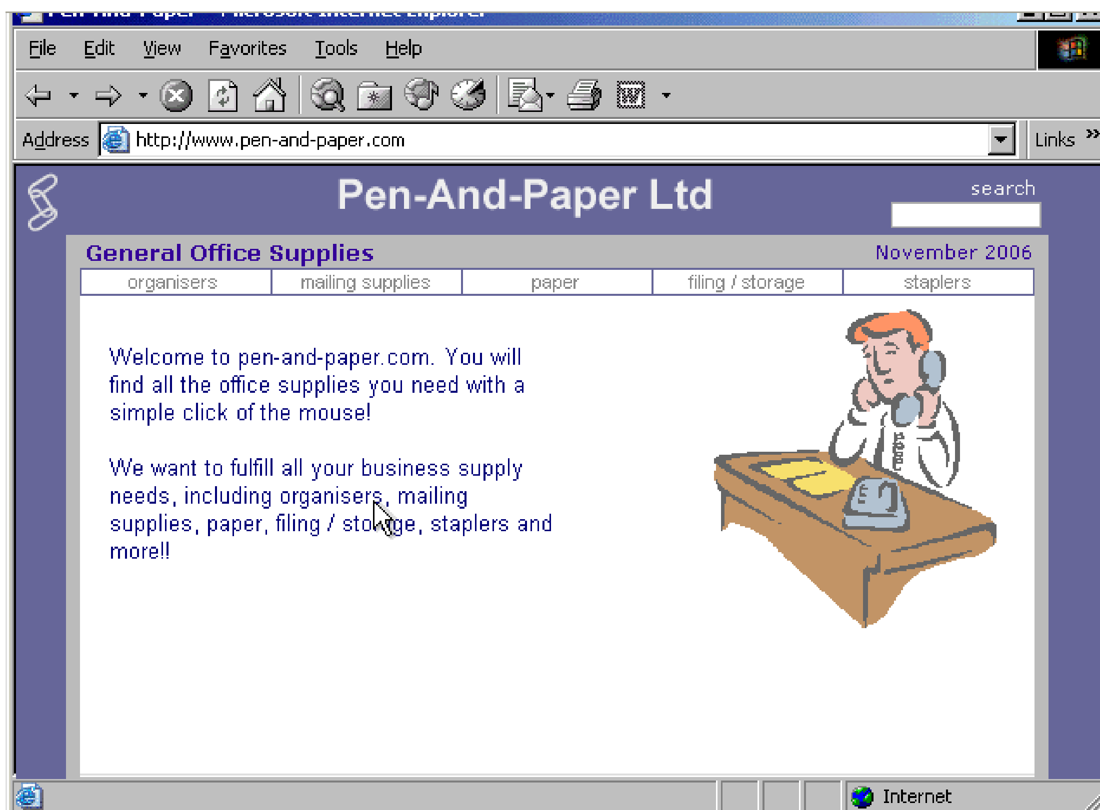
- It is not possible to encrypt the content of e-mail messages.
- Encryption prevents unauthorised users from reading data.
- You can't send encrypted data out over the Internet.
- Encryption converts data so that it can be understood.

- **Encryption prevents unauthorised users from reading data**

Which **two** of these statements about encryption are **true**?

- An encryption key is used to compress documents that you wish to store safely.
- Encryption prevents unauthorised users from reading your data.
- Encryption converts data so that it cannot be understood.
- You can't encrypt your e-mail messages.
- Encryption can only be used to encrypt text files.

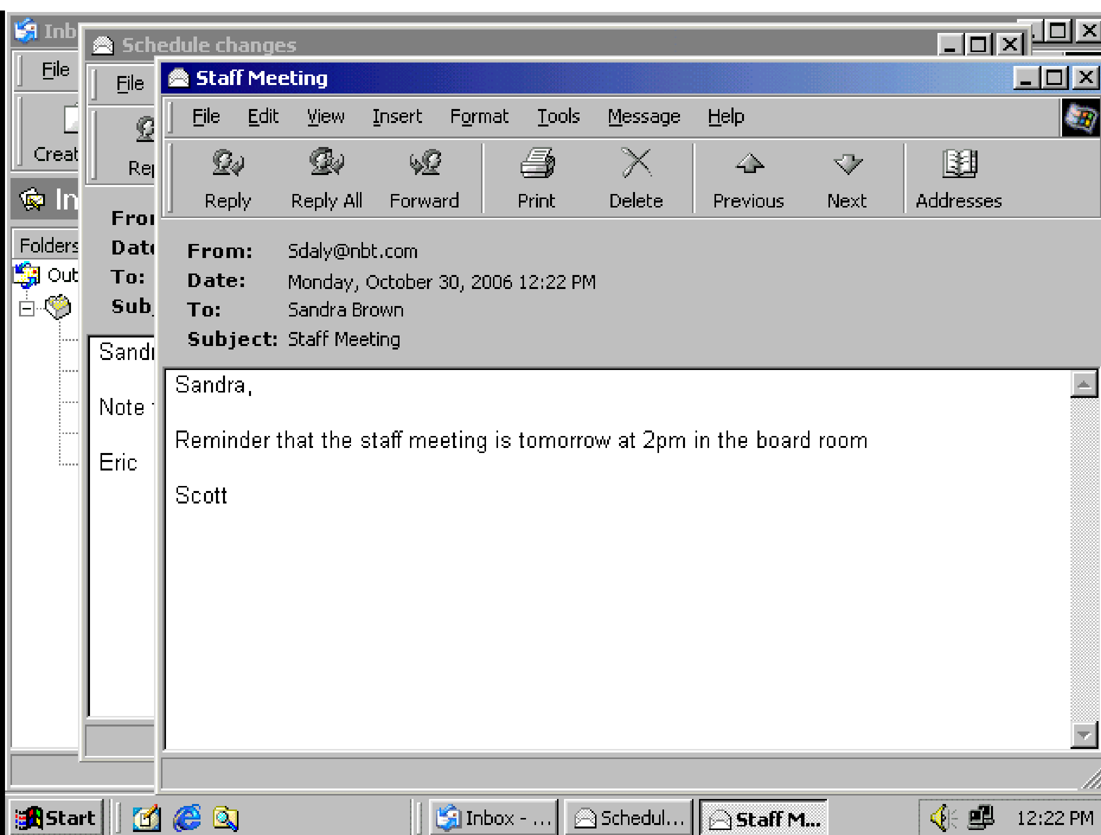
- **Encryption prevents unauthorised users from reading your data**
- **Encryption converts data so that it cannot be understood**



Clear this browser's entire History list.

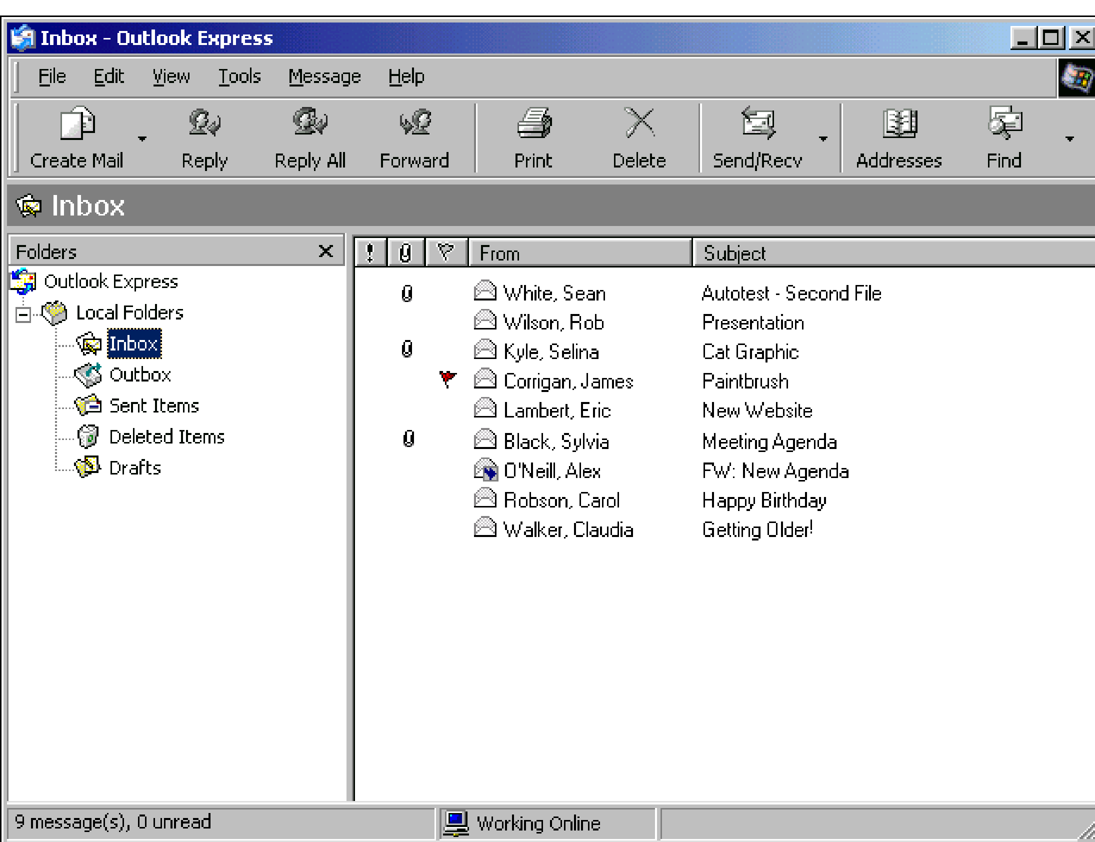
Do not use the History Bar to carry out this task.

Tools → internet options → click on clear history



Make the other open e-mail, Schedule changes, the active e-mail.

Select the Schedule changes from the task bar



Reply to everyone that received Sean White's e-mail with the message Can you call me about this?
Do not open the message.
Send the message immediately when you have finished.

Select the Sean White's message → click on reply all → type Can you call me about this? → Click send

Which **two** of the following statements, about organising your e-mail within most popular e-mail applications, are **true**?

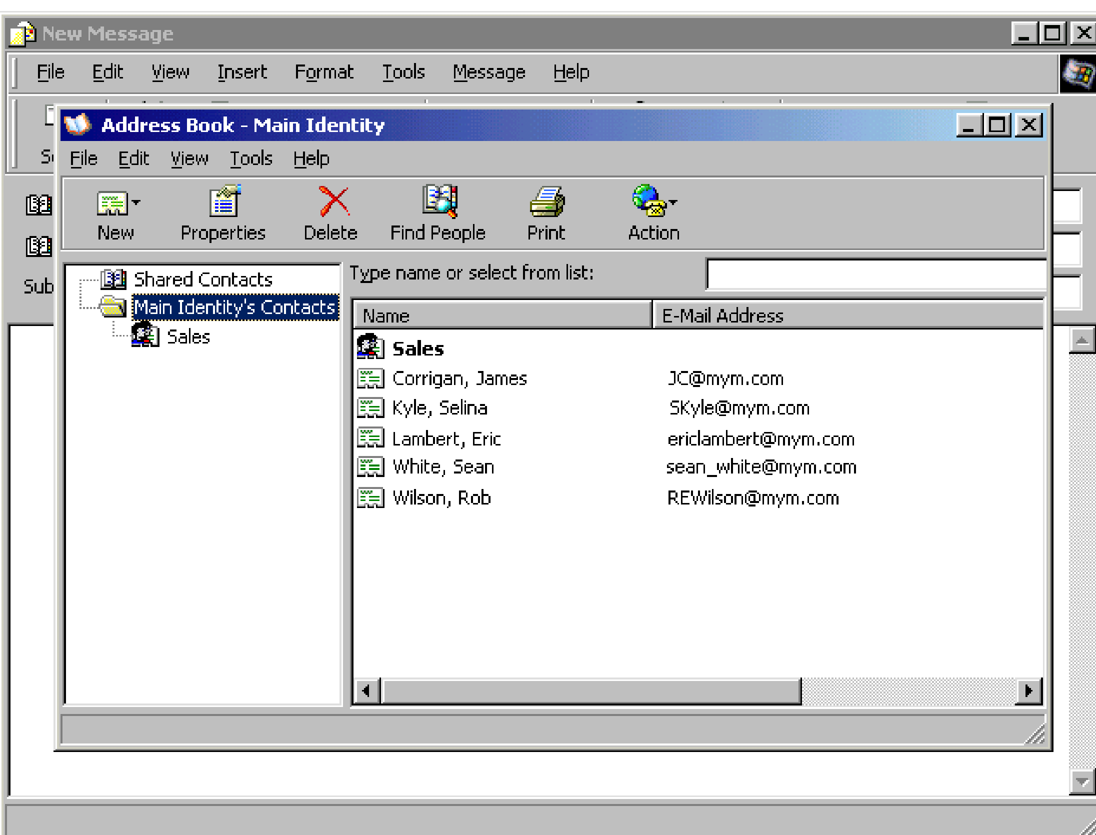
- ○ You need to create folders before you can send or receive e-mail.
- ○ You must read e-mail before you can organize it into folders.
- ○ You can use cut-and-paste to move mail to different folders.
- ○ You must open an e-mail before you can duplicate it.
- ○ E-mail messages can be sorted alphabetically inside a folder.

- **You must read e-mail before you can organize it into folders**
- **E-mail messages can be sorted alphabetically inside a folder**

Which **one** of these statements is **false**?

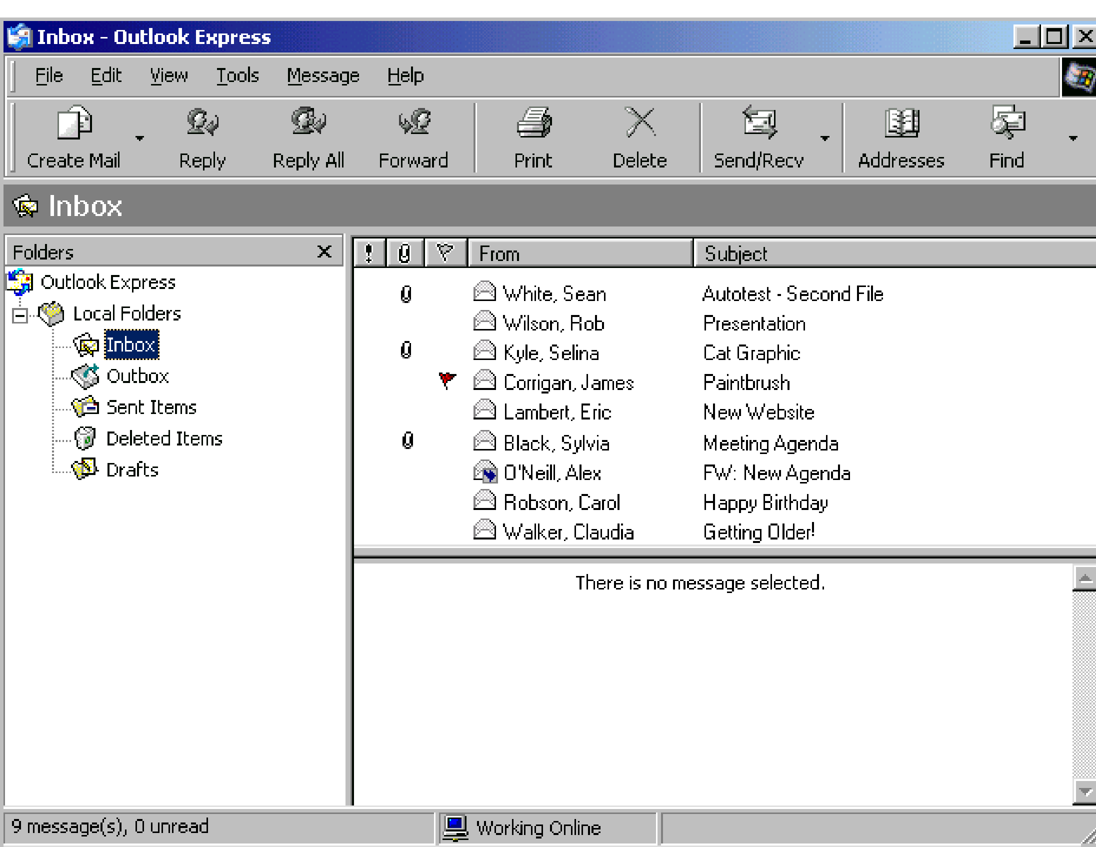
- ○ The content of web pages that you view while using a browser is lost from memory after the computer is shut down.
- ○ Web browsers are software applications that are used to visit Web pages in various locations.
- ○ Browsers contain hypertext links to different documents and sites on the Web.
- ○ A web browser is a site where you can search for information on the Web.

- **A web browser is a site where you can search for information on the web**



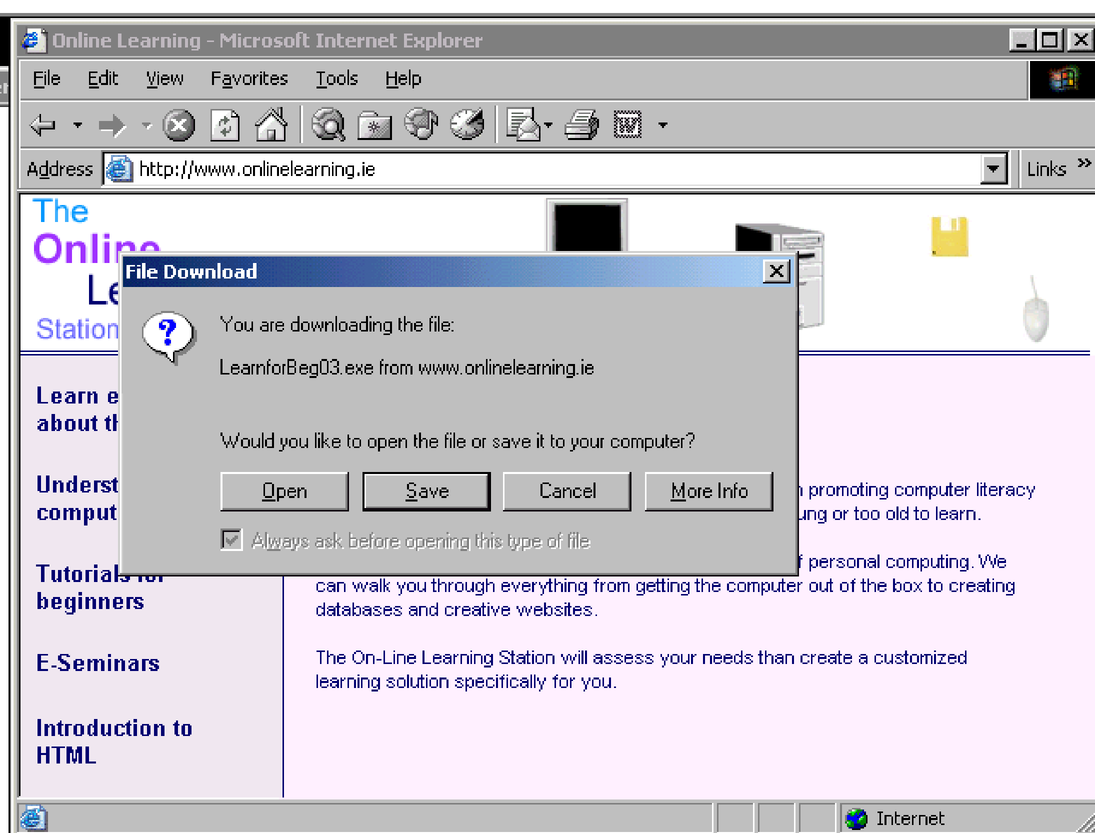
Add Eric Lambert to the Sales group in this Address Book.

Select Sales → click properties → click select members → select Eric Lambert → ok → ok



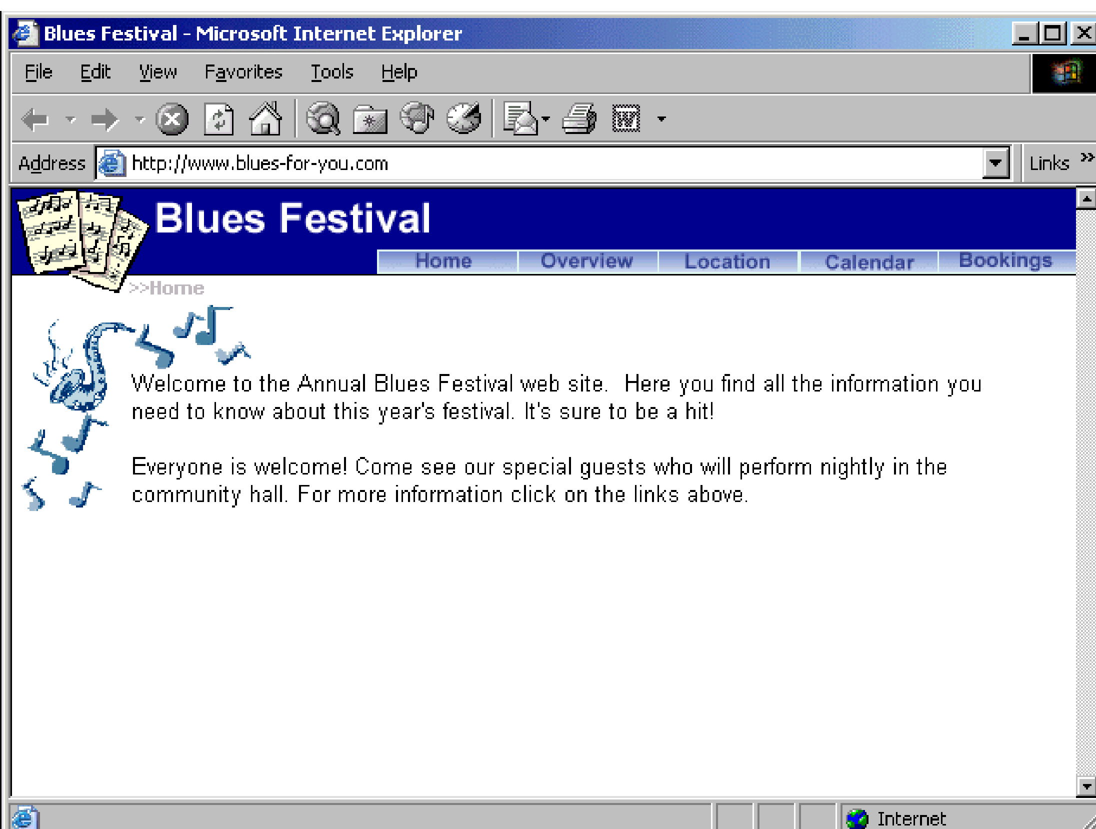
Display the message from Selina Kyle in the Preview pane.

Select Selina Kyle message



Click the option that would download the selected file with the least risk of virus infection?

Click save



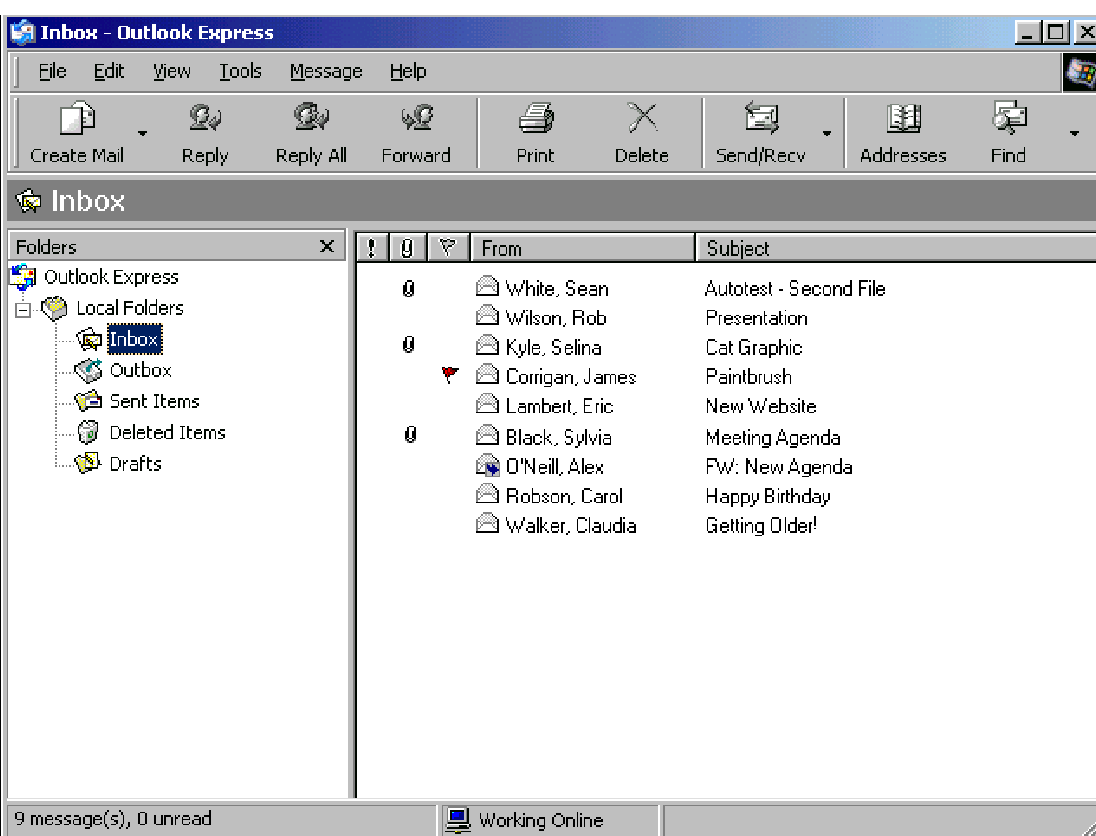
Use this site to reserve a single ticket for the Concert in the Park.

Note: Follow the instructions that are provided on the web page.

Click bookings → click Events and venues → from the first drop down list select Concert in the Park → from the second drop down list select single ticket → click book now

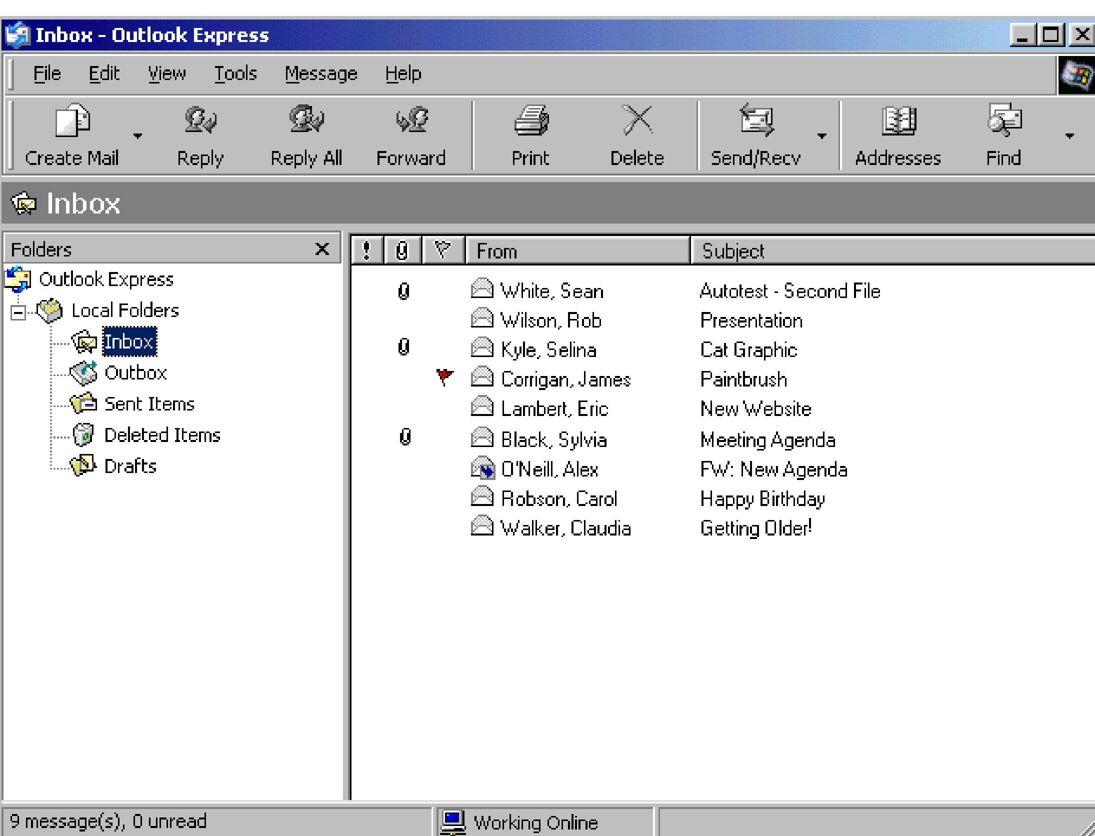
@	At
Accounts	Company department
Bsmith	User name
uk	Country domain
Encel	Domain name

bsmith @ accounts. Encel. uk



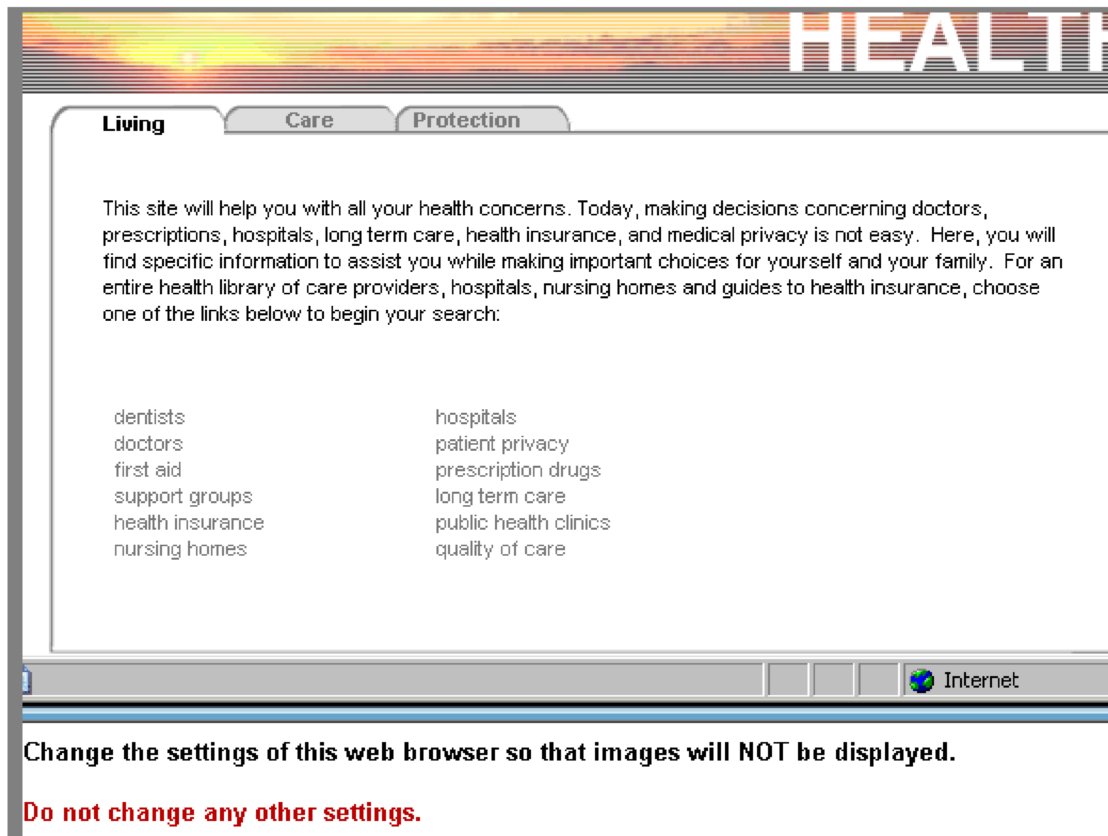
Sort the Inbox messages by sender.

View → sort by → sent



Move the deleted mail from Joe Thompson back to the Inbox.

Select deleted Items → right click on Joe Thompson message → select move to folder → select inbox → ok



Tools → internet options → advanced tab → in the multimedia section uncheck the show pictures